



Job Description and Person Specification

Job Title

Full time teacher of Modern Foreign Languages (Spanish with French)

Responsible to

Head of Department

Functional links

MFL Department, other academic and pastoral staff across TS, TPS and TSI

Contract

Permanent, full time

Salary

Competitive based on skills and experience

Purpose of the Role

To teach MFL (Spanish) across the age range at TS (Years 9-13), also Years 7 and 8 in TPS, and depending on demand, students of Year 10/11 age from TSI

Key Duties and Responsibilities

Teachers are directly responsible to the relevant Head of Department for the happy and efficient running of their classes as this affects the development and performance of pupils. Within the guidelines of the School's and departmental policies, it is the teacher's responsibility to:

Curriculum

- Plan and prepare courses and lessons so that effective teaching takes place within the classroom;
- Teach according to the educational needs of the pupils within the expectation of the School, as interpreted by the Head of Department;
- Prepare pupils thoroughly for the appropriate public examinations;
- Mark and moderate coursework as required by the Head of Department;
- Promote the use of Information Technology within the curriculum;
- Set and mark pupils' work and keep a record of pupils' performance as is required for internal assessment and external examination;
- Report through orders and reports the progress, attainments and efforts of the pupils in accordance with agreed School policy;
- Assist in the production of reports and testimonials as needed from time to time during the year;

- Assist the Head of Department in developing new courses, teaching methods and materials as is appropriate;
- Attend such courses as are agreed by the Head of Department or Headmaster, which should help in the development of teaching skills;
- Take care of the teaching resources that are made available, including the general fabric of the School;
- Undertake such tasks, within the Department, that the Head of Department might reasonably request.

General

- Promote the general progress and well-being of individual pupils;
- Assist in monitoring the appearance and general behaviour of pupils around the School, maintaining good order and sound discipline among pupils, including safeguarding their health and safety;
- Be actively involved in the School's pastoral and academic tutorial system;
- Implement the School's agreed policies;
- Participate in the School's appraisal programme;
- Be actively involved in the extra-curricular programme;
- Cover for absent colleagues, do examination invigilation and other duties as required;
- Participate in School based INSET;
- Assist with administrative, organisational other tasks as may reasonably be requested by the Head of Department, the Senior Management Team or the Headmaster;
- Perform any other duty that the Headmaster from time to time might reasonably request.

Communications and Meetings

- Attend Staff, Department and other meetings as appropriate;
- Support effective communication by forwarding documentation or memos to the relevant staff;
- Assist with the Department's contribution to the School marketing effort;
- Preserve and foster the good name of the School in all dealings with the wider public.

Extra Duties and Responsibilities specific to this post

- Organise / accompany educational trips away from school during school holidays e.g. language exchanges or cultural trips;
- Support extra-curricular events within the MFL department.

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Relevant qualifications • A strong academic background 	<ul style="list-style-type: none"> • Demonstrable record of CPD • QTS
EXPERIENCE	<ul style="list-style-type: none"> • Experience of teaching A-Level and GCSE or IGCSE Spanish • Experience of working with children in our age ranges (see above) • Experience of working with children of a wide ability range 	<ul style="list-style-type: none"> • Experience of working in an Independent School • Experience of teaching IB Spanish B • Experience of teaching IB Spanish A • Experience of teaching French up to KS3

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Native or near-native proficiency in Spanish • Ability to inspire pupils of all ages and levels to learn MFL • Excellent communication skills • Excellent interpersonal skills • Excellent organisational skills • Ability to prioritise workload and comply with tight deadlines 	<ul style="list-style-type: none"> • Fluency or near-fluency in French
ATTITUDES & APPROACH	<ul style="list-style-type: none"> • Professional manner • Desire for continual development and improvement • Collaborative and team-working approach, desire to share best practice • Positive “can do” attitude • A desire to develop and help others • Resilient, personable and approachable • A willingness to enter into the spirit of the school, and contribute to its wider life and work • Committed to safeguarding 	

The duties and responsibilities shown above are not intended to be exhaustive, and you will be required to undertake such additional duties as may be reasonably required and as commensurate with the level of responsibility within the school. All actions are to be discharged within the regulatory and legislative requirements to which the school is subject.