



JOB DESCRIPTION

Job Title:	Teacher of Spanish and French
Line Manager:	A member of the Senior Management Team (SMT)

The job role:

To work collaboratively with the Deputy Heads of Pre-Prep and Prep to lead and promote the teaching of Spanish and French across the school and contribute to an extensive extra-curricular programme delivered at school. The teacher of Spanish and French will be responsible for ensuring their pupils make excellent progress and find learning enjoyable and challenging.

Key Responsibilities

Teaching and Learning

- To teach Spanish and French across the primary age range.
- To teach a broad, balanced and relevant curriculum and prepare Schemes of Work, teaching materials, teaching programmes, methods of teaching and assessment.
- To facilitate and encourage high quality learning which provides boys with the opportunity to achieve their full potential.
- To deliver well-planned, engaging and creative lessons, ensuring that the needs of all boys are met.
- To differentiate appropriately, using approaches that enable every boy to access the learning and make excellent progress.
- To demonstrate excellent subject knowledge in all relevant areas.
- To set boys challenging learning and developmental goals, and to draw upon varied strategies, resources and technologies to support boys in achieving these goals.
- To follow school procedures for assessing, recording and reporting on pupil's achievements and to use this information effectively to convey progress in report writing and record keeping.
- To provide pupils with regular written and oral feedback and encourage them to reflect and respond to their feedback.
- To prepare and present regular displays of boys' work around the school.
- To take part on a residential trip.
- To participate fully in the School's extra-curricular and school activities programme.

Professional Standards

- To attend assemblies, parents' evenings, school functions and other staff meetings.
- To attend professional development and staff training opportunities.
- To recognise the importance of being an exemplary role model to all boys within the School.
- To maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping and personal presentation.
- To take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.
- To always maintain professional and productive relationships with colleagues.

Pastoral Care

- Promote the inclusion and acceptance of all boys within the classroom.
- Support the boys consistently whilst recognising and responding to their individual needs.
- Encourage the boys to interact and work cooperatively with others as well as ensuring that all boys are engaged in activities.

- Promote independence and employing strategies to recognise and reward achievements and self-reliance.
- Provide positive values, attitudes and good behaviour dealing promptly with conflicts and incidents in line with established policy and encouraging boys to take responsibility for their own behaviour.
- Support break time supervision as requested.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend staff meetings.
- Undertake professional duties that may be reasonably assigned by the Head Master or the Deputy Heads.
- Be proactive in matters relating to health and safety.
- Take responsibility for their own professional development.

School development and the schools' wider aspirations:

- To establish / take responsibility for particular roles that further the school's provision and contribute to the school's development and wider aspirations.

Other Duties

Staff are expected to carry out other duties as reasonably requested by the Head Master or Deputy Heads.

Staff Handbook

To follow the directions contained in the Staff Handbook, which change from time to time.

Child Protection and Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons with whom he or she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out their duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he or she **must** report any concerns to the Designated Safeguarding Lead as in accordance with the School's Child Protection Policy.

The above list is not meant to be comprehensive or exhaustive rather to give an understanding of the nature and breadth of the position.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It is inevitable that over time the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time in consultation with the postholder.



ALTRINCHAM PREPARATORY SCHOOL

SPANISH AND FRENCH TEACHER – PERSON SPECIFICATION

Qualifications and Experience

Essential

- A good relevant honours degree and recognised teaching qualification, e.g. PGCE.
- Experience of teaching Spanish and French.
- Strong specific knowledge of languages and a sound understanding of the Spanish and French curriculum.

Desirable:

- Experience of teaching a third language.
- Evidence of continuous in-service training and commitment to professional development.
- Experience of teaching a variety of year groups, experience of working in a preparatory school environment and experience of teaching in a single sex setting.

Knowledge, Skills and Attributes

Essential

- To have a passion for Modern Foreign Languages (MFL).
- To have devised a whole school MFL curriculum and Scheme of Work.
- Experience of curriculum development in MFL.
- To challenge and support children to achieve their very best in Spanish and French.
- Be an excellent classroom practitioner – ability to demonstrate outstanding, sustained, and successful experience as a class teacher.
- Ability to plan well-structured and exciting lessons that are relevant to Topics being taught.
- Evidence of a desire to continue to improve teaching and learning and ensure high standards of behaviour are met at all times.
- Effective communication skills with staff, pupils and parents.
- Commitment to the pastoral role of a teacher
- Commitment to safeguarding and the welfare and the health and safety of pupils.
- Develop and maintain good working relationships and work as part of a team
- Willingness to act as a role model for staff and pupils, and act as an ambassador for the School to current and prospective parents and the wider school community.
- Willingness to lead in a wide range of extra-curricular activities.
- Willingness to organise and lead a residential trip.
- Contribute whole-heartedly to other aspects of school life.
- Excellent computing/ICT and literacy skills.

Desirable

- Innovative approach to curriculum delivery; drives initiatives and generates idea.
- Experience of preparing and delivering quality MFL lessons online.

Personal Qualities

- Ability to stretch the most able pupils, whilst also ensuring the curriculum is accessible to all.
- Ability to inspire boys with a love of learning.
- Ability to understand the needs challenges and opportunities of a boys' only preparatory school community.
- Strong personal relations and team-working skills
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all boys.
- Ability to work with and apply all school policies.
- Rigorous can-do attitude, positive team player with a sense of humour.

- Be willing to work hard and with enthusiasm, avoiding a “nine-to-five” approach.
- Commitment to the ethos and values of APS.

Reviewed January 2021