



THE CHALFONTS
INDEPENDENT GRAMMAR SCHOOL

JOB DESCRIPTION

JOB TITLE

Spanish Teacher 0.3 contract

REPORTING TO

Principal

WORKING HOURS/DAY

One day a week between Monday and Friday, depending on experience and subjects taught – contract could be 0.5 if combined with French teaching role.
It is expected that every member of the Common Room will participate in the wider life of the School to support its extra-curricular and pastoral programmes.

TERMS OF EMPLOYMENT

Part-time, permanent contract.

START DAY

1st September 2019

SALARY

Depending on experience and qualifications

HOLIDAYS

As per the School academic year calendar, outside of 39 working weeks

APPRAISAL

On an annual basis via self/line-manager appraisal.

SALARY REVIEW

On an annual basis. Increases to be based on individual performance, economic conditions and School budgetary considerations.

MAIN OBJECTIVE

To ensure a rich and stimulating learning environment and instruct students within the IB curriculum, and work co-operatively with colleagues.

CONTEXT

The post holder will play a full role in the life of the School including: duties, staff cover, meetings, extra-curricular activities, games, Form Tutor and the wider pastoral care at the School.

INCLUSION STATEMENT

OUR BELIEFS ABOUT INCLUSION

- We believe in increasing opportunities for children to access a quality IB education
- We believe that an inclusive approach is enriching to the entire School community
- We believe that inclusive environments develop empathy and an understanding of others and one's self.

RESPONSIBILITIES/DUTIES

- Instruct students in Spanish
- Select books, resources and supplies. Oversee Spanish supplies for classes
- Accompany students on field trips to performances and events
- Ensure that the School environment demonstrates to visitors the importance of Modern Foreign Languages
- Plan collaboratively and generate dialogue with class teachers, ensuring that languages are weaved into different aspects of the curriculum
- Develop units of inquiry using Unit Planners in ManageBac [our online learning platform]
- Expose students to Spanish from multiple cultures, genres, time periods and languages
- Teach classes according to the guidelines of the Middle Years Programme (MYP)
- Establish effective and positive relationships with students based on mutual respect and the recognition of the individuality of each student
- Plan Schemes of Work a term in advance
- Plan collaboratively across subject areas to ensure the curriculum is integrated, broad and balanced
- Maintain high quality inquiry-based learning in lessons
- Differentiate lessons appropriately to ensure every student has the opportunity to experience success, thus facilitating the School's inclusive policy
- Use a variety of learning strategies to support the diversity of learning styles within the classroom
- Assess, record and report on the development, progress and attainment of students in accordance with the MYP, DP and School assessment and reporting requirements
- Plan appropriate excursions
- Take responsibility for running a club after the School teaching day has finished, according to guidelines or after school Prep if no club is offered
- Undertake regular training and update teaching practice and methodology; share skills and knowledge with colleagues
- Maintain a high standard of courtesy and professional relationships with all colleagues, students, parents and interested parties and in particular show full respect for the cultures and background of all students, parents and colleagues
- Provide a safe, effective, challenging learning environment and an attractive and welcoming classroom
- Maintain good order and behaviour among students
- Take responsibility for the safety of students through supervision duties and through reading and applying our Safeguarding policy and Handbook
- Read and carry out the requirements of other School policies, routines and procedures and act in accordance with the Teacher's Handbook and notices or announcements made by the management at The Chalfonts
- Manage time effectively in carrying out duties and meeting deadlines, maintaining punctuality
- Participate in in-service training, parents' evenings and School functions according to the published schedule

- Be fully aware of the layout of the campus, including the location of first aid boxes and fire exits
- Provide cover as and when required by line manager
- Offer all students equal opportunities to learn and maintain an environment in which no student is exposed to discriminatory behaviour
- Take an active role in the life and development of the School
- Undertake any other reasonable requests made by line manager

PERSON SPECIFICATION

JOB TITLE
Spanish teacher (Part time 0.3 contract)

QUALIFICATIONS	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Teaching qualification in Spanish education ▪ Qualifications in Spanish 	<ul style="list-style-type: none"> ▪ Similar qualifications and ability to teach French ▪ First Aid qualifications ▪ EFL/ESL qualifications ▪ SEN qualifications ▪ ICT qualifications ▪ Coaching/training qualifications ▪ QTS

EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Experience teaching Spanish at Secondary School level 	<ul style="list-style-type: none"> ▪ Experience teaching the MYP and/or DP ▪ Ability to offer a second subject at MYP and/or DP levels ▪ Experience teaching within an integrated curriculum ▪ Experience of International Education ▪ Two years' teaching post qualification with the appropriate age level ▪ Experience teaching students with Special Educational Needs

SKILLS	
Essential	Desirable
<ul style="list-style-type: none"> ▪ C2 level in written and spoken Spanish ▪ Ability to provide dynamic, motivational, learner-centred classroom activities ▪ High level of communication, teaching and presentation skills ▪ Ability to differentiate lessons to a variety of learning styles and ability levels ▪ Good time management skills ▪ Ability to maintain appropriate standards of discipline in classroom ▪ Ability to self-brief in areas of curriculum and new pedagogical developments ▪ Ability to set a high standard of leadership in the classroom ▪ Ability to work collaboratively in a team 	<ul style="list-style-type: none"> ▪ Ability to lead and/or facilitate in-house training ▪ Ability to design and deliver papers and workshops at external conferences ▪ Ability to speak other languages ▪ Strong ICT skills ▪ Ability to teach/coach/supervise extra curricular activities ▪ Ability to show initiative and contribute new ideas

KNOWLEDGE	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Understanding of other cultures ▪ Understanding of equal opportunities, and the impact that School policy has on a class of students ▪ Knowledge of a variety of pedagogical approaches, and ability to apply each one as and when required 	<ul style="list-style-type: none"> ▪ Knowledge of the IBO and its Middle Years and Diploma programmes ▪ Knowledge of mixed culture teaching and learning

OTHER REQUIREMENTS	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Contribute fully to the pastoral life of the School during the day as a Form Tutor ▪ Strong commitment to child protection and safeguarding ▪ Commitment to the IB Programme and philosophy ▪ Commitment to continuing professional and personal development 	<ul style="list-style-type: none"> ▪ Teach/coach/supervise extra-curricular activities and games