**Job Description and Person Specification**

**Job details**

Job title: I/C of Spanish

Reporting to: Head of MFL

Salary: MPS/UPS + TLR2(a)

Contract status: Full time, permanent

Start Date: 1st September 2025

**Job description**

**Introduction**

This job description should be read in conjunction with the current School Teachers’ Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school’s Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council’s Stress at Work Policy and the Dignity at Work Policy.

**General Duties**

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document currently in operation, or any subsequent legislation. Specifically for the year 2025/26:

**Teaching**

1. To teach Spanish at Key Stage 3, 4 and 5

**I/C Spanish Responsibility**

See job specification below

**Pastoral**

* **Form tutor.**

**General Responsibilities**

* Take part in the school’s appraisal system.
* Enhanced DBS check.
* Strong commitment to furthering equalities in both service delivery and employment practice.
* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with and be fully compliant with the school’s safeguarding policy.
* Play a full part in the life of the school community, supporting its distinctive ethos and representing the school in a professional and positive light at all times and to all stakeholders.
* Comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment as an employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes to the job commensurate with the grade and job title.

|  |  |
| --- | --- |
| **Post Title:** | **I/C Spanish** |
| **Purpose:** | * Take responsibility for Spanish throughout the Department, this includes:   + curriculum & curriculum development   + quality of teaching and learning   + data analysis and tracking   + ensuring students make expected progress * To raise standards of student attainment and achievement within the area of responsibility and to monitor and support student progress. * To develop and enhance the teaching practice of others. * To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. * Work closely with the HOD and i/c French & German to ensure alignment between the languages offered. * To deputise for the HOD in their absence. * Other responsibilities as required, agreed with HOD. |
| **Reporting to:** | HOD |
| **Responsible for:** | Teaching staff and other relevant personnel within the department. |
| **Liaising with:** | HOD, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents. |
| **Working Time:** | 195 days per year. Full time. |
| **TLR:** | TLR 2(a) |
| **Disclosure level:** | Enhanced. |
| **MAIN (CORE) DUTIES** | * To quality assure the quality of teaching and learning of Spanish at KS3-5 * Use review points, and additional assessment points, to analyse available data against target and to liaise with teaching staff and other subject leaders in regard to the progression of students * To use the data on pupil performance to identify underachieving pupils and to liaise with the HOD * Provide analysis of data to HOD following review points for KS4 and KS5 * To attend fortnightly meetings with other subject leaders * To monitor and track progress of groups of students studying Spanish in KS4 and KS5 * Co-ordinate all Spanish revision sessions * To consider the transitions and consistency within Spanish through the Key Stages - 2 – 5 * To appraise staff as relevant * To allocate pupils to appropriate teaching groups and where necessary working with other subject leaders to determine groupings * To act as mentor for ECTs and/or student teachers |
| **Additional Responsibilities** |  |
| **Operational/**  **Strategic Planning** | * The School’s distinctive ethos and mission. |
| **Curriculum**  **Provision:** | * To liaise with HOD to ensure the delivery of an appropriate curriculum programme for specified area of responsibility. |
| **Curriculum**  **Development:** | * Ensuring the provision of schemes of work, in line with school policy, which ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational needs. * To keep up to date with national developments in the subject area and teaching practice and methodology. * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. |
| **Staff Development:** | * To undertake appraisal review(s) and to act as appraiser for a group of staff within the designated department. * To assist the HOD & make appropriate arrangements for classes when staff are absent. Fulfil this role in HOD absence. * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. * To promote teamwork and to motivate staff to ensure effective working relations and act as a positive role model. |
| **Quality Assurance:** | * To assist in the effective operation of the self-evaluation and improvement cycle. * To assist in the process of the setting and monitoring of targets within the department and to work towards their achievement. * To contribute to the School procedures for lesson observation. |
| **Management Information:** | * To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system relevant to specified area of responsibility. * To make use of analysis and evaluate performance data provided. * To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. * To produce reports within the self-evaluation and planning/ improvement cycle for the department for specified area of responsibility. |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **1. Graduate teacher**  **with QTS** | 🗸 |  |
| **2. Outstanding classroom practitioner** | 🗸 |  |
| **3. Ability to teach**  **Key Stage 3 & 4 Spanish** | 🗸 |  |
| **4. Ability to teach Spanish at Stage 5** | 🗸 |  |
| **5. Leadership ability** | 🗸 |  |
| **6. Be able to articulate a vision for MFL education** | 🗸 |  |
| **7. Understand and use data to improve outcomes** | 🗸 |  |
| **8. Support the work of the Head of MFL** | 🗸 |  |
| **9. Proven track record of outstanding results and/or improving results.** | 🗸 |  |
| **10. Willingness to contribute to the extra-curricular programme** | 🗸 |  |
| **11. Enhanced DBS**  **check** | 🗸 |  |
| **12. Ability to teach French or German to at least KS3** |  | 🗸 |