

# Yateley School – Job Description



www.yateleyschool.net  
admin@yateley.hants.sch.uk



@yateleyschool



School Lane, Yateley GU46 6NW



/yateleyschool



01252 879222

Learning Together – Empowered for Life

**Job Title:** Teacher of Spanish with French (Maternity Cover)  
**Salary:** MPR / UPS  
**Working Time:** Full Time (1.0 FTE)

**Job Purpose:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students.
- To monitor and support the overall progress and development of students as a subject teacher and form tutor.
- To facilitate learning experiences which provide students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

**Line Management**

<b>Responsible to:</b>	Head of Languages
<b>Liaison with:</b>	Students, parents, department members, the Governing Body, LA consultants, external agencies and parents.

The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in place.

This job description may be subject to review, after consultation, at the request of the Headteacher.

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## Main Duties & Responsibilities

### Teaching, Learning and Assessment

- To apply our Ambitious, Curious, Tenacious (ACT) learning principles so that highly effective learning can take place.
- To assist in the development of appropriate programmes of study, resources, schemes of assessment and teaching strategies for the subject taught.
- To contribute to the curriculum area and department's development plan and its implementation.
- To plan and prepare lessons that are suitable to the needs of students taught.
- To track student progress and use information to inform teaching and learning.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that lessons develop broad skills, such as ICT, literacy and numeracy.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To provide frequent, timely and personalised feedback to all students so that they make outstanding progress.
- To review impact of teaching and programmes of study and implement changes as required.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To ensure the effective/efficient deployment of classroom support to ensure that all students are able to maximise their learning within lessons.

### Personal development, behaviour and welfare

- To apply and embody our Ready, Respective, Safe (RRS) behaviour principles to contribute to the positive school culture.
- To be a Form Tutor to an assigned group of students.
- To liaise with the Head of House to ensure the implementation of the school's pastoral system.
- To actively participate in the school's professional development programme.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To take accurate and timely registers each and every lesson.
- To complete the relevant documentation to assist in the tracking of students.
- To promote the general well-being of all students.
- To alert the appropriate staff to problems experienced by students and, where appropriate, to make recommendations as to how these may be resolved.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To actively safeguard students through effective application of the Safeguarding Policy.

Outcomes for students	<ul style="list-style-type: none"> <li>• To accurately monitor the performance and progress of students.</li> <li>• To regularly inform students and parents of progress and next steps advice.</li> <li>• To keep an accurate mark book to track the progress of students.</li> <li>• To ensure that all aspects of entries and assessments for public examinations are accurate and timely.</li> <li>• To contribute to the preparation of academic progress reports.</li> </ul>
Leadership and management	<ul style="list-style-type: none"> <li>• To support the Curriculum Leader to ensure that the curriculum area provides a range of teaching which leads to outstanding progress for all students.</li> <li>• To assist in the process of curriculum development so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's core values.</li> <li>• To engage actively in the Performance Management Review process.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area/department, in line with agreed school procedures, including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To contribute to the school's planning activities.</li> <li>• To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> </ul>
Additional Duties	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support our core values.</li> <li>• To implement all school policies.</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.</li> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>