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*Achieving Excellence Together in a Caring Community*

**Job Description and Person Specification**

**MFL Specialist / Spanish Teacher**

**Hours and Scale**

1 afternoon 13:00-15:15 and 1 day per week 8:45 – 15:15 - 10 hours per week to include time for planning, preparation and assessment.

**Core Purpose of Role**

To support, develop and engage children and young people through weekly Spanish lessons for classes of KS2 children, ensuring strong progress and outcomes.

To provide release time for the class teacher to complete PPA

To lead and develop a Spanish co-curricular club

**Specific Responsibilities and Duties**

The following list of duties is not exhaustive and there is an expectation that this list may evolve over time. Where duties or responsibilities significantly alter from the list, this will be discussed at the annual appraisal or during ongoing meetings to review the benefits of the role.

1. To plan, teach and assess weekly Spanish lessons in collaboration with another MfL teacher.
2. To plan, prepare and deliver a weekly Spanish co-curricular club.
3. To liaise with colleagues prior to sessions where appropriate, to ensure plans are appropriate and all needs and expectations are met.
4. Ensure Health & Safety requirements are met, including Risk Assessments which are continually checked and updated.
5. To differentiate and support children with varying needs while delivering sessions.
6. To give clear and effective feedback both verbally and in line with the school’s feedback policy in response to varying/changing needs of children.
7. To ensure that all sessions are well prepared and of an appropriate challenge.
8. To be aware of and comply with all school Policies and Procedures.
9. To participate in training and other learning activities/meetings as required.
10. To be aware of and work towards the targets and prior attainment of the children in order to ensure progress.
11. To observe confidentiality at all times.
12. To undertake all duties reasonably requested by the Senior Leadership Team

**Level of Contact with Children and Young People**

The responsibilities of the post require the post-holder to have substantial, unsupervised and daily contact with children and is subject to an enhanced Disclosure and Barring Service check.

**Person Specification (E- Essential, D- Desirable)**

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| **Relevant skills and qualities**  |
| Ability to teach well planned sessions to children in Key Stage 2 | E |
| Ability to inspire a love of MfL specifically Spanish | E |
| Ability to communicate effectively with children, parents, staff and other stakeholders | E |
| Ability to work on own initiative, to plan and to evaluate practice | E  |
| Flexible, responsive style of working  | E  |
| Ability to work within Child Protection and Safeguarding guidelines  | E  |
| Ability to maintain professional boundaries  | E  |
| Ability to manage a complex workload | E  |
| **Experience**  |
| Experience of teaching groups of primary aged children | E |
| Experience of work with children, including those from disadvantaged backgrounds | E  |
| Experience of delivering a co-curriculur club | D |
| Experience of working in a team | D  |
| **Relevant education, training and qualifications.**  |
| Ability to speak Spanish  | E |
| Relevant qualification in Spanish, experience living/working in Spain | D |
| At least 5 GCSE qualifications at grade C or above including English and Maths (or 'O' level equivalent). | E |
| A relevant qualification and/or experience in the field of education/teaching | E  |
| **Requirements person appointed must be able to demonstrate**  |
| Have completed a relevant course of further education and show a commitment to lifelong learning. | E |
| Have good people skills and an ability to communicate well with children and colleagues  | E  |
| The ability to work as part of a team and participate actively in meetings and training and contribute to the relevant teams within school  | E  |
| The ability to prioritise and plan work and to work on own initiative and without day to day supervision  | E  |
| The ability to reflect on practice, welcome feedback and adapt practice accordingly | E  |
| Be willing to provide sessions out of school hours from time to time (e.g. before school/lunchtime boosters) | D  |