



DUNRAVEN EDUCATIONAL TRUST

TEACHER OF SPANISH, WITH FRENCH

JOB DESCRIPTION

Responsible to: Head of Modern Foreign Languages

Pay scale: ILPS

Work pattern: Full-time

Location of post: The Elmgreen School, SE27 9BZ

Key Responsibilities

- To plan and deliver effective lessons, ensuring curriculum coverage, continuity and progression for all students
- to help develop and implement policies and practices for Modern Foreign Languages (MFL) which reflect the school's commitment to high achievement and effective teaching and learning
- to support the Head of MFL in the development of appropriate syllabi, assessment, teaching and learning strategies and resources
- to support in monitoring the progress made towards achieving targets for MFL.

Teaching and Learning

To help sustain effective teaching, evaluate the quality of teaching and standards of students' achievements and set targets for improvement.

- to check, mark and assess students' work and report on progress
- to support the Head of Department in the choice of appropriate teaching and learning methods, to meet the needs of individual students
- to work with the Head of Department in establishing clear practices for assessing, recording and reporting on student achievement
- to ensure that as a teacher you are aware of your contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens
- establish a partnership with parents to involve them in their child's learning, as well as providing information about curriculum, attainment, progress and targets
- support the Head of Department in development of effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and develop students' wider understanding

- to contribute to the orderly atmosphere of the school
- to attend staff, parents meetings
- to act as a tutor
- to carry out supervision duties

Efficient and Effective Deployment of Resources

To help identify appropriate resources and ensure that they are used efficiently, effectively and safely.

- to support the Head of Department in identifying resource needs
- use accommodation to create an effective and stimulating environment for the teaching and learning
- willingness to work with others to ensure that there is a safe working and learning environment in which risks are properly assessed.

Other

- To unequivocally support and promote the values and ethos of The Elmgreen School
- To undertake such other duties as laid down in the School Teachers Pay and Conditions Document.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Please provide evidence for the criteria detailed in the Person Specification in the application form or supporting statement.

Essential Experience

- Innovative and effective classroom practitioner
- evidence of curriculum planning and developing schemes of work
- teaching across the age and ability range
- ability to function proactively as a member of a team
- creative application of ICT to learning.

Desirable Experience

- Teaching to A Level French
- willingness to develop leadership skills.

Qualifications and Training

- Graduate specialist with qualified teacher status
- evidence of continuing professional development
- awareness and understanding of key national issues.

Skills and Attributes

- Ability to promote and share good practice in the classroom
- willingness to collaborate with other subjects on joint planning and teaching styles
- effective written and oral communication skills
- sensitivity to and empathy with the needs of others
- commitment to quality and professionalism
- personal integrity
- commitment to high standards and high expectations
- excellent interpersonal skills and the ability to work effectively as a team member
- understanding of the role of the form tutor.

Knowledge and Understanding

- Good understanding and experience of the French and Spanish curriculum across Key Stages 3. Experience of Key stage 4 and 5 French is required
 - familiarity with current education legislation and issues and the implications for implementation
 - ability to monitor and review, analyse, use data, and make strategic decisions to improve learning
 - understanding of the implications of the Code of Practice for Special Educational Needs for teaching and learning in a mainstream school.
-

Equal Opportunities

Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals. Undertake risk assessments as appropriate.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

The Elmgreen School is a non-smoking and non-vaping environment.

Compiled by: AMI	Created: 19.04.22
Approved by: DBE	Revision Number: 1
	Revision Date: