

**Draycott Avenue, London, SW3 3AP**

**JOB DESCRIPTION- Specialist Spanish Teacher**

**Responsible to: Head of School and Deputy Headteacher**

**MAIN PURPOSE OF THE JOB**

* Carry out the duties of this post in line with the remit outlined in the current *School Teachers’ Pay and Conditions Document* and the school’s own policy
* Under the overall direction of the Head of School be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
* Carry out the professional duties of a teacher as required
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

**PROFESSIONAL DUTIES**

1. To maintain a positive ethos which reflects the philosophy and policies of the school, including an effective learning environment, good relationships with everyone, equality of opportunity and a commitment to the highest possible achievement.
2. To plan learning for every class in accordance with national and school curriculum polices to ensure active particaption, progress and high outcomes achieved by all.
3. To ensure a close match between the learning experience offered and the individual needs of the children in order to give each child an opportunity to achieve to the maximum of their capability.
4. To make appropriate educational provision ensuing that all children are included in lessons including those with SEND.
5. To provide children with opportunities to support their own learning and become independent, curious, instrincically motivated learners.
6. To provide a happy secure and stimulating learning environment for children maintaining a high standard of care and orgainisation.
7. To be proactive in raising the standard of teaching and learning in order to meet or exceed the targets identified in the School Development Plan.
8. To work in close collaboration with the team to undertake medium and short term planning and implementation of agreed schemes of learning.
9. To assess children’s progress, maintain records and provide written reports to parents/carers in accordance with school policies.
10. To communicate and consult with parents/carers and with outside agencies, as necessary, about children’s progress and attainment
11. To promote the school’s policy on equal opportunities and inclusion into all aspects of service to the school, and to select resources and employ teaching and behaviour management strategies which reflect this
12. To take responsibility for the management of other adults in the lessons
13. To take up the opportunity for continuous professional development through self-directed reading, course and in-service training, including appraisal
14. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school
15. To participate in regular staff meetings, discussions and management systems necessary to ensure the co-ordination and development of the work of the school as a wholeand to contribute to school functions and events
16. To encourage parental involvement and co-operation and to involve pupils with the wider local community, competitions, and events
17. T o undertake duties, supervision etc., in accordance with school’s organisation.
18. To take responsibility as a curriculum leader as agreed with the Head of School

* Promote and lead the teaching of the agreed subject throughout the school
* Be responsible for the implementation and management of the school’s policy for Spanish
* Review the policy and adapt as appropriate
* Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility
* Consult with members of the team and be responsible for ordering resources within an agreed budget in full consultation with the Head of School
* Offer support and advice to the team

This is not intended to be an exhaustive list, but a guide to the main responsibilities of this post. This job description and allocation of particular responsibilities may be amended by agreement and reviewed on an annual basis as part of the performance management process.

October 2025