

SCHOOL: PAULET HIGH SCHOOL

POST: TEACHER OF SPANISH

JOB DESCRIPTION

1. Controlling and Managing the Learning Process

- (a) To plan, prepare, evaluate and modify, as necessary, personal teaching methods, work programmes and teaching materials in accordance with departmental and school policies.
- (b) To control and manage the classroom effectively and to consult with others when students do not follow the Behaviour for Learning policy.
- (c) To meet the varied and special educational needs of students.
- (d) To set homework in accordance with stated policy.

2. Evaluation, Assessment and Record Keeping

- (a) To mark and record students' work in line with departmental and school policies.
- (b) To assess and record students' attainment and progress in line with departmental and school policies. To transfer that information to school records, reports to parents and communicate it to parents at parents' evenings.

3. Membership of a Team

- (a) To co-operate with the subject leader and other colleagues in the production of teaching materials and the discussion of teaching programmes.
- (b) To take part in the classroom observation process and work with colleagues in order to improve professional skills. To contribute and/or participate when necessary to the in-service training programme for the department and/or school.
- (c) To recognise the importance of attending and participating in various staff meetings and committees.

4. Resources

- (a) To make effective use of the resources available within the school and to work with other schools in the JTMAT
- (b) To be open to sharing resources and good practice with other colleagues

5. General Duties

To carry out a share of supervisory duties in accordance with published rotas.

The role should not be regarded as simply the execution of tasks and duties merely to maintain the status quo. The need to work creatively and imaginatively to develop and enhance the role is paramount to the growth of the school.