



### **Job Description for Teacher of MFL - Spanish: Newhouse Academy**

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| <b>Job Title:</b>              | Teacher of Spanish  |
| <b>Contract Information:</b>   | Full Time<br>Permanent<br>Working hours and days in line with school calendar<br>Directed time, in line with School Teachers Pay and Conditions |
| <b>Responsible to:</b>         | Head of Department  |
| <b>Responsible for:</b>        | n/a   |
| <b>Terms &amp; Conditions:</b> | The current conditions of employment of school teachers as laid down by the Department for Education will apply (STPCD).                        |
| <b>Salary Range:</b>           | Main/ Upper Pay Scale   |

#### **Background & Vision:**

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

#### **Values:**

Our values are at the heart of what we do. These are:

**Aspiration** – Being ambitious and doing your best.

**Integrity** – Being honest and doing what is right.

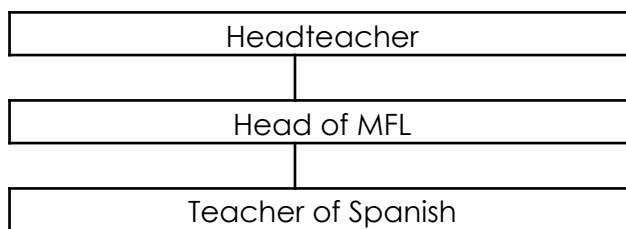
**Respect** – Being considerate and thinking of others.

#### **Purpose of the Job:**

To teach students within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher. To also participate in the development of appropriate syllabi, materials and schemes of work if required.

## ORGANISATIONAL CHART

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## CONTROL OF RESOURCES

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**Personnel:** n/a

**Financial:** n/a

### Relationships (internal and external):

Internal:

1. Students
2. Teaching and support staff within the school
3. Stakeholders of the school
4. Voluntary helpers

External:

1. Parents/Carers
2. Visitors to the School

### Health & Safety

The post-holder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

### Training and Development

The post-holder will be responsible for assisting in the identification of and undertaking his or her own training and development requirements, in accordance with the school's Performance Management framework.

### Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the post-holder. To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.

The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

## KEY DUTIES AND RESPONSIBILITIES:

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**The particular responsibilities attached to the teaching post are as follows:**

- To teach, according to their educational needs, students assigned to the teacher in the allocated classes, including the setting and marking of work.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Undertake a designated programme of teaching.
- To maintain discipline in accordance with the rules and disciplinary systems of the school.
- To attend and contribute to department meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the school as a whole.

- To control and oversee the use and storage of books and other teaching materials provided for class usage.
- To take part in the school's staff development programme by participating in arrangements for further training and professional learning. To continue own professional development in relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management review process of the school.
- Monitor and report to parents on the progress of students in line with the school's procedure.
- To comply with all financial, safety, data protection, child protection and equal opportunity requirements and any other relevant guidelines.
- To undertake any other reasonable duties as may be agreed from time to time with the Head of Department or Headteacher.

### **ADDITIONAL SPECIFIC RESPONSIBILITIES (as necessary)**

To be the form tutor of an assigned group of students:

- To promote Attitude to Learning, using data supplied through the MIS system and the well-being of individual students and of the group as a whole.
- Register student attendance daily, recording absences etc. on the MIS system. Completing the weekly update, uniform checks, write and compile reports as required.
- Escort students to assembly and supervise behaviour.
- Liaise with Heads of Year to ensure the implementation of the school's pastoral system.
- To deliver the planned PSHE programme, including literacy and AIR Activities.
- Other duties in line with the role of the Form Tutor as specified in the 'Staff Handbook'.
- To follow the Newhouse Academy behaviour and attendance systems, in accordance with the academy's policies.
- To promote excellent attendance through the monitoring of attendance data and liaising with families, as required.
- To promote excellent behaviour through the monitoring of behaviour data, liaising with families and the supervision of students who are on report, as required.

### **PLEASE NOTE**

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document.
- Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

### **General Responsibilities:**

- The post-holder must ensure full commitment to the School/Trust vision, values and key priorities.
- The post-holder must perform their duties in accordance with the school's Equal Opportunities Policy.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.
- To appreciate and support the role of other professionals.
- To contribute to the Academy/Trust ethos, aims and development/improvement plan.
- To attend meetings within the Trust, at its Academies and external events as required.

- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise and use these to advise and support colleagues.
- To assist with the organisation, routines and upkeep of the working environment.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties, commensurate with the grade of the post.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- The post-holder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's Health & Safety Policy and the Health and Safety at Work Act, 1974.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times and reporting any concerns to the Designated Safeguarding Officer immediately.
- The post-holder will be expected to carry out their duties with due regard to current and future Academy/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Newhouse Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job description but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This job description will be reviewed to reflect the plans, growth and development of the School.**

**Information for all applicants / post holders:**

Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure.

We particularly welcome applicants from under-represented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We follow a strict pre-employment process in line with Safer Recruitment / Keeping Children Safe in Education Guidelines. All appointments are subject to satisfactory pre-employment checks.

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| Signed | Post holder  | Date |
| Signed | Line Manager | Date |