



## Job Description

**Post Purpose:** Under the reasonable direction of the Headteacher, carry out the professional duties of a schoolteacher as set out in the current STPCD.

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/mentor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment and closing the achievement gap between groups of students.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

**Reporting to:** Languages subject leader

**Responsible for:**

- The provision of a full learning experience and support for students.

**Liaising with:** Headteacher, Senior Leadership Team, teaching and support staff, external agencies and parents.

**Teaching:**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by students in school and elsewhere
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students.
- To teach students to a standard which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to students' needs and demands of the syllabus.
- To maintain behaviour for learning in accordance with the school's procedures, and to encourage good practice with regard to punctuality, attitude, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies and school procedures.
- To mark/grade, provide written, verbal and diagnostic feedback as required.



### **Operational/Strategic Planning:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To contribute to the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's vision and development plan.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

### **Curriculum Provision:**

- To assist the Curriculum Team Leader to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

### **Staffing:**

- To take part in the school's professional development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure effective and efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively and collaboratively to effective working relations within the school.

### **Quality Assurance:**

- To help to implement and to adhere to school quality procedures.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek and implement modification and improvement where required.
- To review, from time to time, methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relation to the curriculum, organisation and learning support functions of the school.

### **Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers, etc.



- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

### **Communications & Liaison:**

- To communicate effectively with the parents of students as appropriate.
- To communicate and co-operate with people and agencies outside the schools where appropriate.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

### **Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Curriculum Team Leader to identify resource needs and to contribute to the efficient and effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students.

### **Student Support and Achievement Responsibilities:**

- To be a mentor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the mentor group as a whole.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHCE and Enterprise according to school policy.



- To apply the behaviour management systems so that effective learning can take place.

**School Ethos:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To actively promote the school's policies.
- To comply with the school's Health and Safety Policy and undertake risk assessments where appropriate.



### **Person Specification**

<b><u>Criteria</u></b>	
<b>Essential</b>	<b>Desirable</b>
Qualified Teacher Status or NQT	Must be able to teach Spanish to GCSE. The ability to teach Spanish to A level and French to GCSE is an advantage.
Degree status or equivalent	Awareness of national developments in your own subject
Setting challenging and ambitious targets for students	Ability to contribute to cross-curricular / enrichment work
Teaching a variety of pupils of relevant age and ability	
Ability to plan and resource effective interventions to meet curricular objectives	
Commitment to inclusive education	
Ability to work as a member of a team and independently	
Ability to demonstrate the principles and practice of effective learning and teaching	
Creativity, originality, ability to think and act innovatively	
A commitment to continuing professional development and awareness of your own training needs	.
Developing relevant strategies to improve the quality of teaching and learning in your subject, including monitoring, tracking and intervention	