



## JOB DESCRIPTION

<b>Teacher of Spanish</b>	
<b>Post:</b>	Permanent/0.6 to 1.0 FTE
<b>Start date:</b>	Easter or August 2025
<b>Salary:</b>	MPS/UPS (ECTs are welcome to apply)
<b>Disclosure level:</b>	Enhanced
<b>Core Purpose:</b>	<ul style="list-style-type: none"> <li>• To support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of Rawlins as a thriving community</li> <li>• To carry out the professional duties of a schoolteacher, (as specified in the Teachers' Pay and Conditions Act), in accordance with any directions which may be given by the Principal or designated Line Manager</li> <li>• To be committed to safeguarding and promoting the welfare of children and young people</li> </ul>
<b>Core outcomes:</b>	<ul style="list-style-type: none"> <li>• Pupils enjoy their experience for learning and attain standards commensurate with their ability and the expectations set within the school.</li> <li>• Staff contribute to the work of their team</li> </ul>
<b>Accountable to:</b>	To the Principal via designated Line Manager
<b>Key Areas of Responsibilities:</b>	
Teaching	<ul style="list-style-type: none"> <li>• To teach all aspects of your subject across the ability range within KS3 and KS4 (A Level desirable but not essential)</li> <li>• To meet the teacher standards; aiming for consistently good or outstanding practice by:               <ul style="list-style-type: none"> <li>• Setting high expectations which inspire, motivate and challenge pupils</li> <li>• Promoting good progress and outcomes by pupils</li> <li>• Demonstrating good subject and curriculum knowledge</li> <li>• Planning and teaching well-structured lessons</li> <li>• Adapt teaching to respond to the strengths and needs of all pupils</li> <li>• Making accurate and productive use of assessment</li> <li>• Taking responsibility for your own professional development and using the outcomes to improve your teaching and pupils' learning</li> <li>• Managing behaviour effectively to ensure a safe, secure and respectful learning environment</li> <li>• Attending and contributing 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</li> </ul> </li> <li>• Fulfilling wider professional responsibilities including:               <ul style="list-style-type: none"> <li>• Keeping an accurate attendance register of pupils in every lesson and following up absence when necessary</li> <li>• Working with your Line Manager, keeping them informed of progress and any areas of concern</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Being an effective form tutor, as detailed in the staff handbook and form tutor pack</li> <li>• Escorting pupils to assembly and supervise behaviour</li> <li>• Liaising with Heads of Year to ensure the implementation of the school's pastoral system</li> <li>• Engaging actively in the performance management review process of the school</li> <li>• Monitoring and reporting to parents on the progress of pupils in line with the school's procedure</li> <li>• To undertake any other tasks as reasonably requested by your line manager</li> <li>• To carry out the duties of a schoolteacher, as set out in the Teachers Pay and Conditions document</li> </ul>
General	<ul style="list-style-type: none"> <li>• To participate in annual safeguarding training and ensuring the safety and well-being of all pupils is at the forefront of decision making and actions</li> <li>• To communicate effectively with parents in a timely manner and in such a way as to support and promote the school's values and vision</li> <li>• To implement school and department policies designed to improve standards of achievement and wellbeing</li> <li>• To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information</li> <li>• Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018</li> <li>• To have a responsibility for the Safeguarding, Health, Safety and Welfare of pupils</li> <li>• To participate in and promote extra-curricular activities to appeal to all pupils</li> <li>• To provide high quality enrichment and extension experiences for pupils; this could include participation in challenges or competitions, trips, visits performance opportunities, visiting speakers etc.</li> <li>• To supervise pupils as directed by the relevant duty team leader</li> </ul>
Conduct	<ul style="list-style-type: none"> <li>• To support the Christian ethos of the school and promote the school's values and vision</li> <li>• Employees are professional people and therefore expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our pupils to follow</li> <li>• Employees are expected to maintain a professional relationship with pupils</li> <li>• Employees must always maintain confidentiality in respect of school-related matters and prevent disclosure of confidential and sensitive information</li> <li>• The Trust expect staff to dress professionally and appropriately, mirroring our high expectations of our pupil dress code</li> <li>• Physical violence, verbal abuse and swearing are unacceptable and not tolerated</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>• To participate in annual Safeguarding training and ensuring the safety and well-being of all pupils is at the forefront of decision making and actions</li> <li>• The Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks</li> </ul>

## PERSON SPECIFICATION

<b>Teacher of Spanish</b>		
	<i>Essential</i>	<i>Desirable</i>
Able to actively support the ethos, vision and values of the school	✓	
<b>Education and Qualifications</b>		
Educated to at least Degree level or above	✓	
Qualified Teacher Status	✓	
Clear evidence of commitment to continuing professional & personal development	✓	
<b>Experience</b>		
Experience of teaching across the age and ability range	✓	
An understanding of curriculum issues, policies and practice	✓	
Experience of using baseline data		✓
A track record of academic success in classes taught		✓
Effective in the use of ICT	✓	
Involvement in curriculum development, planning & evaluation		✓
Successful experience of role in wider school community (e.g. assemblies, presenting to parents)		✓
<b>Skills and Attributes</b>		
An inspiring and dynamic teacher	✓	
A team player	✓	
Effective and flexible classroom management	✓	
Ability to relate to and communicate with pupils in and out of the classroom	✓	
Ability to motivate pupils to realise their potential academically and personally	✓	
A commitment to high expectations and the raising of pupil attainment	✓	
Ability to maintain a high profile for your subject within the life of the school and to foster an enthusiasm for it	✓	
Excellent organisational skills and administrative skills	✓	
Ability to communicate effectively and proactively with colleagues at all levels	✓	
Ability to evaluate performance, including performance management and self-review	✓	

	<i>Essential</i>	<i>Desirable</i>
<b>Personal Qualities</b>		
Passion for learning, committed to excellence for all	✓	
A positive attitude, energy and commitment	✓	
Good communicator	✓	
Integrity	✓	
Relates to and understands pupils well	✓	
Good sense of humour & able to enjoy work	✓	
Calm and organised under pressure, able to prioritise	✓	
Resilient and determined	✓	
Creative and imaginative	✓	
Ability to accept and act upon constructive feedback	✓	
Credibility and confidence in dealing with people and situations		✓

Rawlins expect 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 profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This Job Description is not prescriptive and may be changed, in consultation with the post holder. Therefore, other tasks may be added and include tasks that the Principal may reasonably require from time to time or are in keeping with the aims, and current development plans of the school.**

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

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document
- Rawlins are 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 and all other pre-employment checks outlined in Keeping Children Safe in Education
- All appointments are subject to Safer Recruitment practices

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