

Job Description

Teacher of Spanish



The post of Teacher at Wolverley CE Secondary School is subject to the relevant sections of the national Teachers' Conditions of Service and the contractual obligations of Worcestershire County Council.

Role

The post-holder will be immediately accountable to the relevant Subject Leader (SL) for teaching duties and the Head of College for tutoring duties.

Main Tasks

The main tasks associated with this role are listed below:

Teaching

- The post-holder will be expected to teach up to 36 periods (or pro rata) in a 40 period (pro-rata for part-time) fortnight or an equivalent proportion in a different curriculum structure.
- Teaching in at least two of Key Stages 3, 4 and 5 will be required and ideally the post-holder will teach eventually in all three.
- The post-holder will be responsible for planning and delivery of lessons to specified groups, marking, assessment and reporting on students in those groups and management of the behaviour of students in those groups.
- The post-holder will engage in professional development activity, seek to develop their own practice by reflection, observation and contribute to developments at school and team level.

Tutoring

- The post-holder will take responsibility for the academic progress and overall welfare of a group of students.
- This will involve liaising with parents, colleagues and students themselves over academic progress and other issues that affect the welfare of students in the assigned group.
- Each tutor and their group will be assigned to a College and will participate in activities organised on a College, Year or Key Stage basis.

Other duties

- The post-holder will be required to undertake up to two sessions of supervision of students outside lessons per week as permitted in the national conditions of service.
- Involvement in extra-curricular activity such as house competitions and activities is a requirement of this post.

Additional Responsibilities

This job description is not necessarily a comprehensive definition of the post. The post-holder is expected to carry out any other tasks which the Headteacher or Governors may from time to time reasonably require. This job description allocates duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Person Specification



Criteria	Essential	Desirable
Education and qualifications		
Qualified Teacher Status	✓	
Degree or equivalent	✓	
Evidence of substantial professional development		✓
Knowledge and understanding		
Knowledge and understanding of how to share and disseminate good practice with regard to Teaching and Learning	✓	
Expert understanding and knowledge of the curriculum areas with good subject knowledge of Spanish	✓	
Knowledge and understanding of safeguarding procedures	✓	
Confident understanding of assessment data and how it can be used to support improvements in student attainment.	✓	
Understanding of what constitutes excellent teaching at all levels of secondary education.	✓	
Knowledge of strategies for enhancing student performance within teams and in classes.	✓	
Awareness of strategies to manage behaviour.	✓	
Understanding of how to set targets and monitor against them.	✓	
Knowledge and understanding of the requirements of GCSE specifications in Spanish		✓
Experience		
Experience of teaching in a school with secondary aged students.	✓	
Teaching and managing post-16 students.		✓
Working with teams and individual staff to raise standards.	✓	
Understanding of the importance of strong student voice in refining Teaching and Learning	✓	
Understanding of managing teaching resources	✓	
Skills, abilities and attributes		
Willingness to support the Christian ethos and Character of the school	✓	
Personal values that are consistent with the ethos of a Church of England School.	✓	
Willingness and ability to play a prominent role in the wider life of the school community by eg. being present at school functions.	✓	
Commitment to ensuring all students achieve their full potential.	✓	
Good level of ICT skill for administrative and teaching purposes.	✓	
Committed to the continuous professional development of faculty staff.	✓	
Excellent written and oral communication skills.	✓	
Commitment to equality of opportunity.	✓	
Personal qualities which enable successful relationships to be built with students, colleagues, parents etc	✓	
Able to motivate pupils and staff and the ability to set high standards and provide a focus for improvement.	✓	
Resilient under pressure.	✓	
Drive, enthusiasm and willingness to initiate and contribute to new developments.	✓	
A good sense of humour.	✓	