



Bishop Vesey's Grammar School

Job Description

Name of Teacher	
Job Title	Teacher of Spanish
Salary scale	MPR/UPR

1.0	Job Purpose
1.1	to assist the Headteacher in the teaching and learning in the school to achieve the outcomes required by Government regulations and the School Development Plan adopted by the Governing Body
2.0	Generic Responsibilities:
2.1	undertake the duties and responsibilities of a classroom teacher as required by the Headteacher
2.2	plan and prepare lessons for students in assigned classes
2.3	teach, through a range of methodologies, assigned students, according to their educational needs and learning styles
2.4	understand and apply the departmental monitoring and assessment procedures for student performance through the homework and marking policy and through testing arrangements, including the setting and marking of work and preparation for internal/external exams
2.5	communicate and consult, in accordance with school policy, with parents of the assigned students, in particular by attending Parents' Evenings, completing reports and card marks
2.6	undertake staff professional development and training in line with school procedures, including arrangements for Performance Management and reviews of methods of teaching and programme of work
2.7	understand and apply the Code of Conduct for student behaviour and personal appearance in and beyond the classroom during school activities, safeguarding the Health & Safety of students
2.8	engage in discussion with the Head of Department about personal professional deployment and time allocation for the delivery of the department's provision
2.9	attend and participate in meetings which relate to departmental activities and/or whole school issues and contribute to whole-school policy and the future development of the school
2.10	attend assemblies unless a dispensation has been granted by the Headteacher
2.11	take part in the duty at morning break in accordance with school practice
2.12	participate in an equitable system of cover in accordance with policies agreed within the school
2.13	assist the Headteacher and Senior Leaders with the promotion of the school by contributing to and/or attending public events in the school calendar
2.14	support and/or contribute to the extra-curricular provision in the school (incl. work-related learning and the preparation for specific tests and/or interviews)
2.15	understand and apply the School's Health and Safety policy in relation to departmental areas and in relation to student involvement in departmental activities both on and off site
2.16	assist the Head of Department with departmental links with feeder schools, Higher Education establishments and other outside organisations as appropriate
2.17	be involved in the pastoral organisation of the school as deemed appropriate by the Deputy Head

2.18	promote the safeguarding and welfare of people you are responsible for or come into contact with
2.19	ensure all tasks are carried out in compliance with all school policies and procedures, to include the Equality & Diversity Policy, Data Protection Policies & Procedures, Health & Safety Policy & Procedures, Use of Social Media Policy and the Staff Code of Conduct.

3.0	Specific Responsibilities as a Form Tutor
3.1	ensure that the register is marked punctually and kept up to date as required by the law and by School Policy as outlined in the School Handbook, including the efficient monitoring and recording of absences
3.2	implement, within the Form group, the School Policy on appearance, uniform and conduct of students, including their relationships with others as a member of the school community
3.3	liaise with the appointed Registrars and deal with returns and requests for information about students in the Form as required
3.4	attend assembly as Form Tutor unless a dispensation has been granted by the Headteacher
3.5	keep up to date records of students in the Form and contribute to references and reports for internal or external use, including UCAS
3.6	deliver the pastoral curriculum work as directed by the Head of Year and/or Teacher i/c PSHE/Citizenship and attend Year Group meetings with the Head of Year
3.7	conduct one formal individual guidance interview with Form Members per academic year
4.0	Line Management – Responsibility to and for
4.1	required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher
4.2	to report to the Head of Department, Head of Year, Deputy Heads and Headteacher as appropriate
5.0	Special Conditions
5.1	the duties required of a teacher shall be such as to exercise the teacher's professional skills and judgement
5.2	a teacher on the Upper Pay Range shall meet the performance threshold standards as specified in the Teachers' Pay and Conditions document
6.0	Review and Amendment
	this job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder

Job Description issued, after consultation,

Signature of Post Holder: Date:

Signature of Headteacher: Date:
or designated SLT member

Dominic Robson
Headteacher

Updated: September 2021