



## JOB DESCRIPTION

### Teacher of Spanish

<b>REPORTS TO:</b>	Head of Department
<b>PAYSCALE:</b>	Main Scale to Upper Pay Scale (£29,344 - £44,919)
<b>LOCATION</b>	Burnt Mill Academy
<b>TERMS:</b>	You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Head of School.
<b>CONTRACT:</b>	Permanent – Full Time, starting September 2023

#### PURPOSE OF THE JOB

- Teachers make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

#### Liaison with:

- The post-holder will be expected to network and liaise with the Head of Faculty, Faculty Team, Teaching / Associate Staff, School Representative, External Agencies, Students and Parents.

### **Oversight of:**

- Students' attainment, progress and outcomes.

### **Specific Responsibilities**

- To teach Spanish across the 11 – 16 age range, including GCSE under the direction of the Head of Department.
- To participate in the development of appropriate schemes of work, taking specific responsibilities in some areas.
- To assess and report on students' attainment and progress in KS3 and on GCSE grades and progress in KS4.
- To teach to the requirements of the National Curriculum programme.
- To be a form tutor to an assigned tutor group and to carry out related duties.
- To carry out a share of supervisory duties.
- Communicate effectively with parents with regard to students' achievements and well-being.
- Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired.
- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
- Have a clear understanding of the needs of all students, including those with special education needs, those of high ability, those with English as an additional language, those with disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them.
- To impart knowledge and develop understanding through effective use of lesson time.
- To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.

### **Main Expectations of the role**

- Being aware of students' capabilities, their prior knowledge, and plan teaching to build on these.
- Guide students to reflect on the progress they have made and their emerging needs.
- Demonstrate a clear understanding of appropriate teaching strategies.
- Demonstrate an awareness of the physical, social and intellectual development of children and know how to adapt teaching to support students' education at different stages of development.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Encourage students to take a responsible and conscientious attitude to their own work and study.
- Establish a safe and stimulating environment for students, rooted in mutual respect.
- Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Promote a love of learning and children's intellectual curiosity.
- Support strategies to promote high standards of behaviour.
- Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them.

**Additional duties:**

- 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 develop a calm learning atmosphere by completing lunch duties each week as required by the Headteacher/ Associate Headteacher.
- To support student progress by completing one homework club session and/or one enrichment/booster session after school each week as required by the Headteacher/ Associate Headteacher.

**Other specific duties:**

- To continue personal development as agreed.
- To assist with the carrying out of risk assessments as appropriate
- To ensure that Health and Safety policies and procedures are followed
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Headteacher/ Associate Headteacher not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by Headteacher/ Associate Headteacher to carry out appropriate duties within the context of the job, skills and grade.

**General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Teacher of Spanish			
		Essential	Desirable
<b>Qualifications and documentation</b>	Honours Degree Qualified Teacher Status in subject area relevant to the Subject Enhances DBS & validated references Eligibility to work in the UK Evidence of further professional development relevant to the post	X X X X	X
<b>Experience</b>	Proven record as an outstanding teacher with a proven track record of securing outstanding outcomes for students over the last three years (depending on experience) Experience of leading, managing and supporting activities in a classroom environment Experience of working with children and young people	X  X X	
<b>Knowledge</b>	An understanding of the expectations Ofsted Framework regarding effective teaching & learning Good knowledge of Microsoft Office Knowledge of curriculum Understanding of assessment issues, including the practical use of data in planning and raising standards Understanding of safeguarding requirements Understanding the qualities of good teaching, effective learning and how these can be applied to raise student attainment.	X X X X X X	
<b>Skills / Competencies</b>	Ability to relate well to children and adults Ability to work independently and manage workload Ability to communicate effectively to colleagues, students and parents Ability to form and maintain appropriate relationships and demonstrate personal boundaries with children and young people Attention to detail Can maintain and actively promote high standards of student behaviour Discretion, tact and diplomacy Good numeracy/literacy/ICT skills Work constructively as part of a team, follow instructions, understand roles and responsibilities	X X X X X X X X X X	
<b>Personal Qualities</b>	<b>Characterised as:</b>  A belief in the ability of children and young people to achieve and to overcome obstacles to their learning A high level of personal integrity Highly motivated and inspirational in the classroom Committed to safeguarding children Commitment to the overall success of the school Calm under pressure and flexible in approach Emotionally intelligent and self-aware Positive attitude to use of authority and maintaining discipline Enjoys working in new and challenging situations Reliable and trustworthy Proactive, enthusiastic, optimistic and innovative Flexible and adaptive approach to work Professional working attitude	X  X X X X X X X X X X	