

Chief Executive: Mr Tarun Kapur CBE

Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **Teacher of Spanish** at Dean Trust Rose Bridge, Holt Street, Ince, Wigan, WN1 3HD.

**Employment start date: September 2023**

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

**Method of Application**

To apply please click on the link below on this page or for further information please contact the Human Resources Department at DTRBRecruitment@deantrustrosebridge.co.uk.

For further information about the Trust and full job description/person specification including details of how to apply for any of our vacancies please visit our website;

[**www.thedeantrust.co.uk/recruitment**](http://www.thedeantrust.co.uk/recruitment)

**Closing Date**

Applications received after the closing time of **9am, Friday 16th June 2023** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions, please contact us on 01942 510 712 or email DTRBRecruitment@deantrustrosebridge.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

**The Human Resources Department**

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Teacher of Spanish**  |
| **Reporting to** | **Head of Spanish** |
| **Main purpose of job** | The post holder will be expected to teach Spanish across the full age and ability ranges, as well as working collaboratively both across the Humanities Faculty and with Spanish teachers within the MAT. |
| **Key responsibilities:** |
| * To plan their teaching to achieve progression in pupils’ learning
* Deliver engaging Spanish lessons up to GCSE level for pupils at Key Stage 3 and 4
* To set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships
* To use a variety of teaching methods, including ICT which sustain the momentum of pupils’ work and keep all pupils engaged
* To mark and monitor pupils’ class work and homework (keeping accurate records) in line with the faculty marking policy, providing constructive oral and written feedback and setting appropriate targets for pupils’ progress.
* To make effective use of assessment information to inform planning and maximise learner progress.
* Keep accurate records of pupil attainment and progress, identifying and communicating any pupil underachievement to the Head of Department and Head of Faculty (Humanities) implementing intervention strategies where needed.
* To develop, evaluate and update schemes of work across all Key Stages
* To be familiar with the statutory assessment and reporting requirements and know how to prepare and present information reports to parents
* To be familiar with the Code of Practice on the identification and assessment of Special Educational Needs and as part of their responsibilities implement and keep records of Individual Education Plans for pupils when required
* To evaluate their own teaching critically and to use this to improve their effectiveness
* To attend and contribute fully to meetings and progress evenings as required
* To contribute to activities identified in the Faculty Improvement Plan
* To carry out the role and responsibilities of a form tutor
* To contribute to the planning and delivery of wider curricular activities
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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style
* Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Participate in the school Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* To promote the area of responsibility within the school and beyond
* To represent the school at events as appropriate
* To support and promote the school ethos
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post
* To undertake any other reasonable duties at the request of the Head of School and Executive Headteacher
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The job description will be updated where appropriate in consultation with the post-holder.

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| **Education and qualifications** | **Essential*** Good Honours Degree
* Qualified Teacher Status – with Spanish specialism

**Desirable*** Second subject qualifications
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| **Experience** | **Essential*** Excellent and enthusiastic classroom practitioner
* To be able to teach Spanish up to GCSE standard
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| **Special aptitudes** | **Essential*** Full working knowledge of the Curriculum requirements for Spanish subjects
* To be able to work as a member of a team
* To be committed to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them
* Take responsibility for their own professional development and to keep up to date with research and developments in both their subject and teaching methodology
* Demonstrates well developed knowledge and understanding of the latest innovations in Mathematics education

**Desirable*** Commitment to providing subject enhancement opportunity through the extended curriculum
* Confidence in using ICT to aid pupils’ learning
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| **Interpersonal skills** | **Essential*** Excellent communication skills
* To be able to work effectively with pupils, staff, parents and members of the community
* Is highly organised and efficient
* Ability to work individually and as part of a team
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