

# Teacher of Spanish

**Salary:** Qualified Teacher Main Pay Scale – Upper Pay Scale,

**Hours:** 1265 hours per annum worked as per the Teachers Pay & Conditions

## Job Description

**Normal place of work:** Hazel Wood High School, although you may be required to work at any other school within the Trust.

**Normal working hours:** 1265 hours per annum worked as per the Teachers Pay & Conditions.

**Responsible to:** Director of Explore (Modern Foreign Languages, History, Geography & RE).

### GENERAL RESPONSIBILITIES

- To implement the aims and objectives of the school.
- To undertake such duties and administrative tasks as may be reasonably directed by the Headteacher.
- To participate in, and contribute to, appropriate CPD provided by the school and the Trust.
- To assume a reasonable proportion of the corporate responsibility for the behaviour, supervision and safety of pupils whilst on school premises and/or on official out-of-school activities. In particular, to carry out a share of supervisory duties in accordance with published rosters.
- To contribute to broader aspects of school life as opportunity and situations make relevant.
- To participate in appropriate meetings with colleagues and parents as relative to the above duties.

### MAIN DUTIES AND RESPONSIBILITIES

- To plan and prepare lessons in accordance with departmental schemes of work.
- To teach Spanish to appropriate levels through KS3 to GCSE level, to set homework and mark work arising therefrom.
- To maintain high standards of pupil behaviour and good order in the classroom and around the school and pursue appropriate action when pupils fail to respond.

- To contribute to the planning, preparation, delivery and recording of the curriculum in Spanish, reflecting the department's commitment to effective teaching and learning.
- To carry out assessments and complete pupil records, reports, profiles, etc according to school and departmental policy.
- To attend Parents' Evenings and other meetings relevant to the role, as required.
- To take part, when relevant, in external requirements for the preparation of pupils for public examination, e.g. assessment and recording of work, supervision of examinations or related systems of assessment.
- To contribute to the setting of internal examinations, their supervision, marking and reporting, according to school policy.
- To contribute to the general work and development of the department and relevant cross curricular areas as well as implement policies and undertake tasks arising from these.
- To take responsibility for teaching and other equipment/ rooms used, including their good organisation and management (e.g. display, stock equipment) and to be responsible for the care of the classroom by pupils adhering to departmental policy and Health and Safety considerations.
- To take responsibility for the safe and efficient management of teaching rooms and storage space with particular regard for health and safety.
- To ensure that all aspects of the safety of pupils, staff and equipment are adequately communicated to the appropriate parties and are adequately monitored for implementation as they concern the work of the department.
- To act as form tutor with the associated responsibilities of such a post – as directed by the Headteacher.
- To undertake a share of general supervisory duties at break, before and after school in accordance with the duty rota.
- To play a significant part in organising and running extra-curricular activities

# Teacher of Spanish Person Specification



CRITERIA		<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"><li>Degree-level qualification or comparable learning experience and/or relevant professional qualification.</li><li>Qualified teacher status.</li><li>Evidence of improved student outcomes.</li></ul>		<ul style="list-style-type: none"><li>Excellent classroom practitioner who is passionate about teaching.</li><li>Recent and relevant experience of working successfully within a school or LA.</li><li>Some experience of supporting and developing staff.</li></ul>
CRITERIA		<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:
ESSENTIAL		
<ul style="list-style-type: none"><li>Ability to work collaboratively within a school.</li><li>High level people skills including communication, interpersonal and intrapersonal skills.</li><li>Ability to work under own initiative, to identify work priorities and manage own work to meet targets and deadlines.</li><li>Ability to establish positive beneficial relationships with staff &amp; students.</li><li>Ability to monitor and evaluate student achievement and report results.</li><li>Must be able to show evidence of strong commitment to:<ul style="list-style-type: none"><li>Knowledge and understanding of the National Curriculum requirements at KS3 and GCSE requirements at KS4.</li><li>Clear understanding and commitment to equalities, inclusion and access issues.</li><li>Genuine commitment to young person participation in evaluation and decision-making.</li><li>Safeguarding of children and young people.</li></ul></li></ul>		
CRITERIA		<b>Personal style and behaviour:</b> In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:
ESSENTIAL		
<ul style="list-style-type: none"><li>Honest and open.</li><li>Receptive to change.</li><li>Creative, reflective and analytical.</li><li>Aware of the importance of work/life balance.</li><li>Ability to work on own initiative.</li><li>Ability and willingness to work with a wide range of people.</li><li>Very good health, attendance and punctuality records.</li><li>Excellent interpersonal skills.</li><li>Smart professional appearance.</li><li>Track record of being a team-player.</li><li>Be ambitious and keen to contribute to whole school.</li><li>development.</li><li>Positivity &amp; Resilience.</li></ul>		