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| **BRIGANTIAmaster2015** | **Hinde House Secondary Phase**  **(a member of the Brigantia Learning Trust)**  **JOB DESCRIPTION** |
| This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment | |
| **POST TITLE** | **Classroom Teacher (Spanish)** |
| **GRADE** | **Main Pay Scale** |
| **RESPONSIBLE TO** | **Senior Leadership Team** |
| **RESPONSIBLE FOR** | * **Teaching Spanish across the age and ability ranges.** * **Pastoral care of a form group.** |
| **PURPOSE OF JOB** | **To undertake a sustained responsibility in the context of the school staffing structure for the purpose of ensuring continued delivery of high quality teaching and learning for which the teacher is accountable.** |

**MAIN SCALE TEACHER**

**JOB DESCRIPTION**

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers’ Pay and Conditions Document, sections 48 to 50. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

**1. Managing Policy**

1. contribute to the review, evaluation and development of school and MFL policies
2. assist in the monitoring of the effectiveness of school and MFL policies and systems
3. ensure the implementation of relevant aspects of the Academy development plan
4. contribute to the consistent work of the Academy

**2. Managing Learning**

* be responsible for the academic and pastoral care and guidance of students in assigned teaching groups
* have knowledge and understanding of any statutory curriculum requirements for the teaching group and the requirements for the assessment, recording and reporting of students’ attainment and progress
* have knowledge and understanding of the characteristics of high quality teaching and work with teachers to develop strategies for improving and sustaining high standards of achievement for all students
* use comparative data, together with information about students’ prior attainment and attendance, to set targets for improvement in a consistent manner
* liaise with the Senior Leadership Team and other subject teachers on academic progress
* monitor attendance and punctuality and provide information as appropriate to line manager
* have knowledge and understanding of the relationship of Spanish to the curriculum as a whole

**3. Managing People**

* achieve constructive working relationships with students in each year group to ensure maximum achievement
* maintain an effective record keeping system
* work with the SENCO and any other staff with special educational needs expertise, to ensure that statutory Student Support Plans are used in subject areas and work is matched to students’ needs
* attend departmental meetings and with other agencies as required

**4. Managing Resources**

* maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
* ensure teaching classrooms create an effective and stimulating learning environment for the students

**5. Managing Student Welfare**

**As a form tutor at Hinde House 2-16 Academy you have a responsibility to:**

* carry out the duties of a form tutor and oversee the academic and pastoral welfare of your form members
* keep accurate daily registers
* monitor the attendance and punctuality of the tutor group including taking follow-up action after an absence
* liaise with year tutors and subject staff as appropriate
* contribute to assemblies and activities

**6. Other:**

As may be reasonably required in agreement with the Principal.