



King's Academy  
Easthampstead Park

# Job Description: Teacher of Spanish

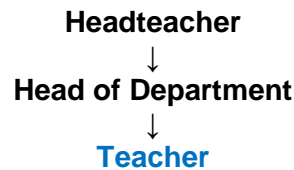
**Location: King's Academy Easthampstead Park (KAEP)**

**Department: Spanish**

**Pay Grade: Teachers' Pay Range / UPR (Fringe)**

**With effect from: September 2025**

## Designation of Post and Position within the Departmental Structure



The job description identifies the responsibilities attached to your post. It is subject to the limits on working time set out in the Teachers' Pay and Conditions Document.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

## Main Duties & Responsibilities

- To provide high quality teaching and enable effective use of resources and high standards of learning and achievement for students within an atmosphere in which students feel challenged, valued and secure.
- To teach the subjects, classes and groups as allocated by the Head of Department and the Leadership Team.
- To support and participate in the curriculum development work of the department including the writing of schemes of work and programmes of study.
- To be a form tutor and take responsibility for the progress, welfare and guidance of a group of students.
- To set homework on a regular basis, assess and mark promptly.
- To assess, monitor, record and report on student achievement in line with the school and the department policy including writing student reports and attending parents' evenings.
- To assist in the identification of student special educational needs and support the work of the Inclusion Team including participation in the writing and review of individual education plans.
- To follow the course outlines, syllabuses and schemes of work agreed by the department.
- To make effective use of student performance data and student and staff target-setting; and provide relevant information to the Head of Department.
- To monitor and record student attendance and support the department in the maintenance of high levels of student attendance.
- To prepare for and attend department meetings and support the work of the department.
- To support and carry out policies and practices to promote positive student behaviour and achievement within the framework of the school's Behaviour Policy.
- To participate in and support the staff development and appraisal schemes.
- To assist in the development of the School Raising Attainment Plan and its review mechanism.
- To undertake specific duties with the department as agreed with the Head of Department.
- To undertake such other duties as reasonably required by the Headteacher.

## Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

### **KAEP**

It takes a whole community to raise a child

### **KGA**

**HONESTY:** A workplace where everyone feels safe and able to express their thoughts and ideas.

**FAITH:** We will encourage others to have faith in their own capabilities.

**COURAGE:** We embrace diversity and champion inclusivity.

- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

## Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

## Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

## Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

*Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.*

*We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.*

### **Successful appointment would be subject to:**

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



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## Person Specification: Teacher of Spanish

Key Criteria	Essential	Desirable
<p><b>Qualifications &amp; Training</b></p>	<ul style="list-style-type: none"> <li>• A degree in a relevant subject.</li> <li>• QTS or about to complete a course leading to QTS (for example Bachelor of Education Degree, PGCE etc.) or eligible for QTS.</li> <li>• Permitted to work in the UK.</li> </ul>	<ul style="list-style-type: none"> <li>• Good honours degree (2:1 or higher) in a relevant subject.</li> </ul>
<p><b>Competence Summary:</b>  <b>Knowledge, abilities, skills, experience</b></p>	<ul style="list-style-type: none"> <li>• A clear and good understanding of current educational issues, theory and practice, with particular regard to the National Curriculum, relevant subject area, learning and personal development.</li> <li>• Subject knowledge sufficient to challenge learners of all abilities and achieve high outcomes in KS3 and 4 in Spanish.</li> <li>• A good understanding of planning and assessment techniques and how they impact on learner performance.</li> <li>• A developing range of successful teaching strategies, including the ability to use resources, including new technology, effectively to enhance students' learning and progress.</li> <li>• A clear and good understanding of the importance of child safeguarding practice and procedure.</li> <li>• Understanding of and commitment to the requirements of safeguarding children.</li> <li>• Effective use of non-confrontational and inclusive management strategies.</li> <li>• Able to relate to, challenge, inspire, motivate young people and respond flexibly and sensitively to their needs.</li> <li>• Able to contribute to the development of policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of relevant policies, the legislation and relevant statutory frameworks.</li> <li>• Working knowledge and experience of implementing national curriculum and relevant learning programmes / strategies.</li> <li>• Successfully employs a range of teaching and assessment strategies, using a variety of methods and resources, including use of new technology, in a way that contributes markedly to students' learning and progress.</li> <li>• Ability to teach Spanish to A-Level.</li> <li>• Ability to teach some KS3 Spanish if required.</li> </ul>

<p><b>Personal Professional Requirements</b></p>	<ul style="list-style-type: none"> <li>• Suitability to work with children / young people.</li> <li>• Able to communicate well, both orally and in writing, with others, including young people and other adults.</li> <li>• Ability to relate well to young people and adults, responding sensitively and flexibly to competing demands from students and parents.</li> <li>• Able to remain calm in challenging and pressurised situations.</li> <li>• Maintain confidentiality.</li> <li>• Positive outlook and approach.</li> <li>• Empathy, resilience, persistence.</li> <li>• Able to work well independently and as part of a team.</li> <li>• Ability to plan time effectively and meet deadlines.</li> <li>• Strong commitment to equality of opportunity.</li> <li>• Strong commitment to own continuing professional development and learning.</li> <li>• Conveys and/or able to develop high professional standards and a strong sense of personal fulfilment and achievement.</li> <li>• A willingness to adopt or try new approaches and ideas.</li> <li>• Good time management.</li> <li>• Professional standard of personal presentation and dress.</li> <li>• Excellent record of attendance and punctuality.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous INSET and commitment to further professional development.</li> </ul>
<p><b>Other Work Requirements</b></p>	<ul style="list-style-type: none"> <li>• Participate in training and development activities.</li> <li>• To take part in the Appraisal Process in school, taking responsibility for your own professional development and undertaking training as appropriate.</li> <li>• A satisfactory enhanced DBS check.</li> </ul>	