



Job Description & Person Specification

Position: Teacher of Spanish (Maternity Cover)

Job Title:	Teacher of Spanish
Scale:	Main Pay Range/ Upper Pay Range
Responsible to:	Head of MFL Faculty

Job Purpose:	To deliver the highest quality of teaching and learning through being an effective teacher and tutor who challenges and supports all students to achieve their best by inspiring trust and confidence in students and colleagues; engaging and motivating students; analytic thinking and taking positive action to improve the quality of students' learning.
Duties & Responsibilities:	- To maintain a thorough and up-to-date knowledge of the teaching of Spanish and to take account of wider, relevant educational developments. - To plan tutor sessions, lessons, and sequences of lessons to meet the individual, personal and academic developmental needs of students and so build their capacity as independent learners. - To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. - To use a range of appropriate strategies and follow school policies for teaching, tutoring, behaviour management and classroom management. - To use and analyse information based upon prior attainment data and benchmark examination performance data to establish and set expectations, targets, and action plans for students in your teaching and tutor groups. - To assess, monitor and record progress of students in your teaching and tutor groups, giving them constructive feedback and advice. - To enable students to achieve well, relative to their prior attainment and to make progress as good or better than similar students nationally. - To communicate and discuss students' progress with parents and, where appropriate, to communicate and cooperate with persons or bodies outside the school. - To follow agreed policies for communications in the school. - To take part in marketing and liaison activities such as Open Evenings, Parents/Carers Consultation Evenings and liaison events with partner schools/colleges and to contribute to the development of effective subject links with external agencies. - To take responsibility for your own professional development within the context of the school's Continuing Professional Development Policy and use the outcomes to improve your tutoring and teaching and your students' learning. - To make an active contribution to the development of the school's policies, including subject development plans.



	- To contribute to the process of school self-evaluation as it relates to School Improvement and Ofsted requirements, taking full account of quality standards and performance criteria. - To ensure the effective and efficient deployment of classroom support while working as a member of a designated team and contributing positively to effective working relations within the school. - To co-operate with colleagues to ensure a sharing and effective use of resources to benefit the school, department and students and inform the process of ordering and allocation of equipment and materials by assisting the team leader(s) in resource management.
General:	- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. - Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. - Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. - Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. - Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
	Good quality, relevant honours degree.	E
	PGCE, or equivalent, in Secondary Education or pending	E
	Qualified Teacher Status or pending	E
Knowledge & Experience	Recent experience of working in a secondary school.	E
	Strong subject knowledge.	E
	The ability to engage students and generate high levels of commitment from them by using well- judged and imaginative teaching strategies.	E
	Good and imaginative use of resources including new technologies	E
	Good understanding of Assessment for Learning and the ability to put this into practice	E
	Well -developed behaviour for learning skills	E
	An ability to forge good working relationships with staff and students	E



	Organisational skills	D
	Knowledge and understanding of current developments in teaching drama.	D
	The ability to implement whole school policies consistently, including those relating to safeguarding, child protection and student behaviour.	E
Skills and attributes	Good attendance and punctuality record	E
	Professional dress	E
Personal qualities	Commitment to continued personal development	E
	Commitment to contribute to extra-curricular activities and educational visits	D
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated November 2025.