**Job Description**

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| **Job title** | Teacher of Spanish with French an advantage |
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| **Salary Scale** | Mainscale plus inner London allowance |
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| **Responsible to** | Head of Spanish |
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| **Purpose of Role** | * To be responsible for the delivery of high quality teaching and learning * To be accountable for student attainment and achievement * To support the Head of Spanish in developing practice of within the Department |
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| **General Responsibilities** | * For the standards of teaching, learning, assessment, student progress, behaviour and learning outcomes within their classes |
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In addition to carrying out the duties of a School Teacher as set out in the School Teacher’s Pay Conditions Document, the Teacher of Spanish at Elthorne Park High School will have the responsibilities:

**Teaching and learning**

1. To teach Spanish to students at KS3, KS4 & KS5 and French at KS3
2. To plan high quality lessons for mixed attainment groups whichmeet the needs of a range of learners
3. To assess students’ work, record and report their progress in line with the departmental and school assessment policy.
4. To perform the duties of a form tutor and contribute to the preparation and teaching of Personal, Social and Health Education programme
5. Encourage students’ motivation and enthusiasm in the subject area.

**Curriculum Development**

1. To contribute to the development of schemes of work, teaching strategies, resources, assessment and marking policies.
2. To contribute to strategies to achieve relevant departmental and school improvement.
3. To be responsible for effective and efficient management of any resources that are delegated.
4. To identify quantifiable and challenging student progress objectives and plan appropriate strategies to achieve target levels.

**Professional Development**

1. To maintain personal professional development
2. To attend relevant CPD sessions and meetings
3. Work with colleagues to share good practice including providing evaluative feedback.
4. To use feedback from lesson observation, work scrutiny and analysis of assessment data to inform future planning and teaching.

**Other**

1. To act as a role model to students in respect of dress, attendance and punctuality and general conduct.
2. To undertake any duties as may reasonably be required by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Selection Criteria / Person Specification**

The following aspects will be assessed in different ways, as shown: A= Application Form; I = Interview; T = Task

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|  | **Standard** | **Desirable** |
| **Education and Training** | * University Graduate with a good degree in a relevant subject (A) * Qualified Teacher Status (A) | * Evidence of relevant CPD and commitment to ongoing professional development (A,I) |
| **Teaching and Learning** | * Knowledge of the requirements of the National Curriculum and KS3/4/5 courses (A,I,T) * Able to teach Spanish up to Sixth Form (A,I,T) * Able to teach French up to Year 9 (A) * Use of innovative approaches to the development of teaching and learning (A,I) * Have a proven record of success in improving student outcomes in Spanish (A,I,T) * Able to motivate students and develop positive relationships with parents/carers (A,I,T) * Able to use data to evaluate the performance of students and self and plan changes in teaching (A,I) | * Have a willingness to offer extra-curricular activities (A,I) * Knowledge of UCAS application process and how to support students in accessing Russell group Universities (A,I) |
| **Personal Qualities** | * Have a strong moral purpose and drive for improvement (I,T) * Have a firm approach to discipline around the school, and excellent classroom management skills (I,T) * Have an ability to contribute effectively to a team (A,I) * Be committed to the highest standards in all areas of school life (personal, behaviour, academic, enrichment) (A,I) * Have a strong grasp of contemporary educational issues (A,I) * Able to set challenging and achievable targets and ensure their delivery (A,I) * Have good time management skills (A,I) * Have outstanding communication and inter-personal skills (A,I,T) * Have an excellent record of attendance (A) |  |