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**CHILDREN’S SERVICES**

**JOB DESCRIPTION**

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| **Post Title:** | **Teacher of Spanish with French (Maternity cover)** |
| **Job purpose:** | * To carry out the professional duties of a school teacher, as set out in the current School Teachers’ Pay and Conditions Document (STPCD), under the direction of the Head Teacher. * To teach a broad, balanced, relevant and differentiated curriculum. * To monitor and support the overall progress and development of pupils as a class teacher and Form Tutor. * To create a learning environment that provides pupils with the opportunity to achieve their full potential. * To contribute to the raising of standards of achievement both within the department and across the school. |
| **Reporting to:** | Head of Department/Head of Subject |
| **Responsible for:** | No line management responsibility |
| **Salary:** | MPS/UPS |
| **Working Hours:** | Part time (0.7) |
| Disclosure level: | Enhanced |

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| **Teaching and Learning** |
| * Set high standards and expectations for all pupils. * Motivate and challenge pupils through inspiring teaching. * Ensure good progress and good outcomes for all pupils. * Demonstrate good subject and curriculum knowledge, including exam specifications at GCSE. * Prepare pupils for internal and external assessments and examinations. * Organise lessons effectively to ensure high-quality learning. * Use short-term data to inform lesson planning, in order to meet the needs of all pupils. * Mark pupils’ classwork and homework in line with school policy and set regular homework. * Assess, record and report on the attendance, progress, development and attainment of pupils, as required. * Provide, and contribute to, oral and written assessments and reports for individual pupils and groups of pupils. * Ensure that the contribution to Reading, Writing, Communication and Maths and Social, Moral, Cultural and Spiritual development are reflected in lesson planning and delivery. * Prepare and update teaching resources as appropriate. * Use a variety of teaching styles that stimulate pupils and enhance their learning experience. * Maintain good discipline, in accordance with school procedures, and encourage good behaviour for learning and high standards of classwork and homework. |
| **Strategic/Operational Planning** |
| * Assist in the development of resources, schemes of work and teaching strategies, both within the subject area and across the curriculum. * Contribute to the objectives in the departmental development plan. * Plan and teach well-structured lessons that meet the needs of the pupils. * Contribute to the design and implementation of an engaging curriculum within the relevant subject area. |
| **Curriculum Provision** |
| * Assist the Head of Department/Second in Department in ensuring that the subject area provides a range of teaching and learning experiences in line with the school’s strategic objectives. * Assist in the process of curriculum development to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s mission and strategic objectives. |
| **Staffing** |
| * Take part in the school’s staff development programme by participating in further training and professional development. * Continue own professional development in the relevant areas, including subject knowledge and teaching methodology * Engage actively in the appraisal process. * Ensure the effective/efficient deployment of classroom support and resources. * Work as a member of a designated team and contribute positively to effective working relations. |
| **Quality Assurance** |
| * Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria, and to modify and implement, where required * Review methods of teaching and schemes of work. * Take part, as required, in the review and development of activities relating to the department and wider school. |
| **Management** |
| * Maintain appropriate records and provide relevant accurate and up-to-date information in the school’s MIS, i.e. registers, logging of behavioural incidents etc. * Complete the relevant documentation to assist in the tracking of pupil progress. * Track pupil progress and use information to inform teaching and learning. * Assist the Head of Department/Second in Department to identify resource needs and to contribute to the efficient/effective use of resources. * Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils. |
| **Communication and Liaison** |
| * Communicate effectively with the parents, as appropriate. * Follow agreed policies and protocols for communication |
| **Pastoral System** |
| * Be a Form Tutor. * Promote the general progress and well-being of individual pupils and of the Tutor Group as a whole. * Liaise with the Head of Learning to ensure the implementation of the school’s pastoral system. * Register pupils, accompany pupils to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. * Contribute to the preparation of action plans and progress files and other reports and references. * Alert the appropriate staff to any pastoral issues experienced by pupils. * Communicate, as appropriate, with parents and carers and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff. * Apply the school’s behaviour management systems so that effective learning can take place. |
| **School Ethos** |
| * Play a full part in the life of the school community, upholding its values and setting a professional example at all times. * Actively promote all of the school’s policies. * Comply with the school’s health and safety policies and undertake risk assessments as appropriate. |
| Staff will be expected to undertake any duty as specified by School Teachers’ Pay and Condition Documents not mentioned above.  Staff are expected to show professionalism at all times |

**Hebburn Comprehensive School is committed to the safeguarding and well-being of young people. All appointments are made subject to safer recruitment checks, including an enhanced DBS.**

**Please note that online checks are now part of safer recruitment.**