**Job description**

**Spanish Teacher**

**Salary**: MPS/UPS

**Responsible to**: Head Teacher

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers’ Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with the attached paper ‘Clarification notes on the exercise of professional duties for all teachers, other than Head Teacher’s.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**Job Purpose:**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school’s policies under the direction of the head teacher. As an effective member of the staff team, ensure that all children at Downs Junior School receive a vibrant and relevant education, enabling them to achieve their highest possible standards.

To be responsible for Spanish teaching and learning throughout the school. This will include ensuring that there is a high standard of teaching and learning of Spanish, guiding, encouraging, supporting and monitoring the performance and achievement of all pupils.

**Key tasks and duties:**

**Policy/strategic direction and development**

* Prepare, monitor and update annual Spanish development plans and policies.
* Ensure that school policies and strategies are embedded in the Spanish schemes of work and subject development plan.

**Leadership and management of others**

* To lead all areas of Spanish education throughout the school to ensure that high performance standards are achieved and maintained.
* Manage day to day requirements to ensure the efficiency of the department.

**Teaching and learning**

* Ensure that schemes of work are used, reviewed and modified to enable the development of high standards of teaching and learning.
* To create stimulating teaching space/environment which encourages interest and enjoyment for all pupils.
* Use a range of technology to support the teaching of Spanish.
* Keep up to date with developments in Spanish and education in general to ensure that best practice is adopted within the department.
* Ensure that the delivery and development of the Spanish curriculum is effective in meeting the needs of all pupils.

**Management of resources**

* Monitor the department’s allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
* Identify future resourcing needs and aspirations for the primary Spanish department for consideration in the school budget planning process.
* Ensure that all resources are fit for purpose and used in accordance with the health and safety policy.

**Monitoring, evaluation and assessment**

* Ensure that individual pupil Spanish progress is regularly assessed, recorded and reported and used to inform future teaching.
* Monitor pupil progress through the use of performance to ensure that high standards of learning are achieved and maintained.

**Training and development of self**

* Set personal targets and take responsibility for own continuous professional development.
* Engage in termly appraisal meetings with line manager.
* Keep abreast of subject developments from a range of sources in order to maintain best practice.

**General:**

* Any other assistance as may be reasonably required from time to time by the Head Teacher or other senior manager in order to facilitate the efficient running of the school
* This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Head Teacher
* All staff employed by Downs Junior School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact
* All staff should be aware of the school’s health & safety policy and implement it as appropriate

**Review and amendment:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from their line manager, member of the leadership or management team, or head teacher to undertake work of a similar level that is not specified in this job description.

**Person specification**

**Job title: Spanish** Teacher

**Grade**: Teacher Main Scale

**Department**: Education

**Qualifications and attainments**

* Strong educational background.
* A teaching qualification at degree or post-graduate level.
* Evidence of excellent level of Spanish
* A degree in Spanish (desirable)

**Experience**

* Experience of successfully building effective relationships with parents and the wider school community.
* Be able to demonstrate excellent practice within KS2 (desirable)
* Own a clearly developed set of strategies for successful classroom management
* Have developed their own clear set of principles that show an understanding of how children learn

**Skills**

* Excellent classroom teaching skills
* The ability and commitment to follow school policies.
* Boundless enthusiasm for teaching
* Show a clear commitment to putting our children first
* Ability to add to the positive atmosphere in the staffroom
* Ability to communicate effectively and efficiently orally and in writing
* Ability to work closely with colleagues and as part of a team, especially to create effective links across the whole school
* Knowledge of strategies that are necessary to promote purposeful learning and progress
* A commitment to using a wide range of teaching strategies
* Ability to create a stimulating environment
* Ability to assess the progress of individual pupils and maintain appropriate records
* Good time management and organisational skills
* Evidence of being a reflective practitioner and a desire to keep improving the learning experiences of the children
* Good working knowledge of common ICT applications, with a clear understanding of, and enthusiasm for, the potential for ICT in enabling more innovative and effective approaches to learning and teaching (desirable).
* Commitment to the School’s support and promotion of equal opportunities
* Commitment to child protection and the promotion of a safe environment for children and young people to learn in.

**Equalities/Safer Recruitment:**

* An understanding, awareness and commitment to safeguarding children
* To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy
* Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people
* Demonstrate emotional resilience in working with challenging behaviours.