

Blossom Federation

Daubeney, Sebright and Lauriston



Federation Spanish Teacher Job Description

Title: Federation Spanish Teacher

Reporting to: The Executive Head Teacher

Scale: Main/UPS + TLR2b Full Time

The appointment 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 may be amended at any time following discussion between the Executive Head Teacher and member of staff, and will be reviewed annually.

The following job description is specific to that of the Federation Spanish Teacher but should be read alongside the requirements for Class Teachers which is below.

Main responsibilities

The teacher will:

- Support the vision of the schools within the Federation and be prepared to work closely with staff.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document

Teaching

- Plan and teach well-structured lessons in Spanish to assigned classes, following the National Curriculum and Hackney Education programme of learning
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned children, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of children
- Set high expectations which inspire, motivate and challenge children
- Promote good progress and outcomes by children
- Demonstrate good subject and curriculum knowledge

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

Health, safety and discipline

- Promote the safety and wellbeing of children
- Maintain good order and discipline among children, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching

Communication

- Communicate effectively with children, parents and carers
- Communicate with the other staff to ensure a smooth transition between sessions

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues Personal and professional conduct
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Job Description

Class Teacher

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

Areas of Responsibility and Key Tasks

a) Planning, Teaching and Class Management

To teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks which challenge pupils and ensure high levels of interest;
- Setting clear targets, building on prior attainment
- Identifying SEND or very able pupils and meeting their learning needs;
- Make effective use of teacher assessment, including assessment for learning, to inform planning and ensure coverage of programmes of study;
- Ensure effective teaching and best use of available time;
- Monitor and intervene to ensure sound learning and discipline;
- Use a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluate their own teaching critically to improve effectiveness.

Additional Standards for Nursery and Early Years

- Take account of pupils' needs by providing structures learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- Encourage pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- Use a variety of teaching strategies which involve planned adult intervention first-hand experience and play and talk as a vehicle for learning;
- Effectively manage parents and other adults in the classroom.

b) Monitoring, Assessment, Recording, Reporting; to:

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Mark work promptly following the school's marking policy;
- Monitor pupils' work and set appropriate targets for progress;
- Use teacher assessment to assess and track pupils' progress
- Meet all assessment deadlines for teacher assessments
- Keep records to check work is understood and completed;
- Monitor strengths and areas for development through AfL to inform planning and recognise the level at which the pupil is achieving;
- Prepare and present informative reports to parents.

c) Other Professional Requirements; to:

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to meet high expectations and achieve at their highest level;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school:
- Take responsibility for their own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and governors;
- Take on any additional responsibilities which might from time to time be determined by the Head of School

Federation Spanish Teacher Person Specification Criteria

Qualities Qualifications and experience

- Qualified teacher status or the equivalent status
- Degree Skills and knowledge
- Minimum Spanish level – C2
- Knowledge of effective teaching and learning strategies
- A good understanding of how children learn
- Ability to adapt teaching to meet children's' needs
- Ability to build effective working relationships with
- Knowledge of guidance and requirements around safeguarding children
- Knowledge of effective behaviour management strategies
- Experience of being a Class Teacher

Personal qualities

- A commitment to the bilingual and multicultural ethos of the school
- A commitment to getting the best outcomes for all children
- High expectations for children's attainment and progress
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality