

<b>POST TITLE:</b>	Teacher of Modern Foreign Languages (Spanish)
<b>STATUS:</b>	Permanent
<b>SCALE:</b>	Main/Upper Pay Range
<b>LINE MANAGER:</b>	Head of Modern Foreign Languages Department

## **JOB DESCRIPTION**

Provide professional leadership and management in all classes, supporting and developing the students, holding them accountable for their progress.

Manage your own professional development, with the support of your line manager, in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students in your classes.

In addition to the duties set out in the “School Teacher Pay and Conditions of Service” document and the Job Description for classroom teachers, this post carries with it the following responsibilities in the first instance:

## **DUTIES AND RESPONSIBILITIES**

### **Teaching, Learning and Assessment**

- To oversee students’ work within Spanish and ensure that learning experiences offered to students are appropriate and relevant to their needs.
- To continually review and develop the range of learning experiences offered to students.
- To keep informed of curriculum developments relevant to the subject.
- To contribute to detailed schemes of work in line with national requirements and school policy.
- To ensure that students’ work is regularly assessed and progress monitored, and that accurate records of progress are kept.
- To contribute to devising and implementing strategies for celebrating pupil achievement, e.g. regular display of work.
- To ensure that profiles and progress reports are written on all students, by published deadlines, and that these conform to school policy.
- To work effectively in liaison with the Language and Learning Development teams.
- To be willing to participate in the implementation of cross-curricular links within the department.
- To assist where necessary, the Head of Faculty in supporting public and internal examinations.
- To liaise with the appropriate tutor and/or Head of Learning, to ensure that the educational needs of all students are met.

### **Professional Support**

- To work collaboratively in the delivery of Spanish in order to facilitate the effective development of the subject throughout the school.
- To maintain a disciplined learning environment within the subject areas
- To liaise with the tutors and/or Heads of Learning over students causing concern.
- To work with Head of Faculty to ensure that newly qualified teachers, student teachers and new staff are given appropriate advice and support.
- To participate in opportunities, to aid your professional development. Such opportunities will reflect the school's approach to performance management and include strategies for extending professional experiences, in consultation with the Head of Faculty.
- To ensure that appropriate work is set for cover staff.
- To contribute as necessary to the preparation of the Modern Foreign Languages Department Handbook.

## Communications

- To attend appropriate meetings where relevant and to provide feedback to team members.
- To attend teaching team meetings and contribute to discussions.
- To contribute to effective liaison with institutions outside the school, including primary schools and post-16 institutions organised by the department/faculty.
- To liaise with parents, as and when appropriate.

## General

- Undertake additional tasks as required from time to time to support the growth and operational requirements of the faculty/team
- Participate in the regular review of this job descriptions

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified .This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

Signed:..... Date .....  
Headteacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date .....  
Teacher of MFL

## PERSON SPECIFICATION

## Teacher of MFL (Spanish)

<b>Qualifications:</b>	
• Degree or equivalent plus teaching qualification	<b>E</b>
• Evidence of continuing professional development.	<b>D</b>
<b>Experience:</b>	
• Evidence of excellent teaching and classroom management skills	<b>E</b>
• Successful experience of teaching in inner city comprehensive schools.	<b>E</b>
• Successful experience of teaching across the age and ability range	<b>D</b>
• Successful involvement in planning, implementing and evaluating initiatives to raise achievements	<b>D</b>
<b>Management and leadership skills:</b>	
• The ability to motivate and lead people	<b>D</b>
• The ability to plan collectively.	<b>E</b>
• The ability to build good relationships with all students and adults	<b>E</b>
<b>Professional knowledge and understanding:</b>	
• Evidence of excellent knowledge, understanding and enthusiasm for the subject and the capacity to engage students in the learning of the subject	<b>E</b>
• Understanding of Key stage 2 to 3 transition issues	<b>E</b>
• Understanding of the 14 to 19 curriculum	<b>E</b>
• Knowledge and some experience of school self-evaluation	<b>D</b>
• The ability to use ICT effectively to support tasks and activities	<b>E</b>
<b>Skills, abilities and personal qualities:</b>	
• The ability to promote and maintain the highest standards in all aspects of the work in the school.	<b>E</b>
• Team player with energy, enthusiasm and perseverance.	<b>E</b>
• Very good organisational skills, encouraging positive collaborative working practices	<b>E</b>
• Good communication skills, showing sensitivity and strength	<b>E</b>
• Mentoring and coaching skills, showing ability to be both constructive and critical	<b>D</b>
• Ability and skills to manage change	<b>E</b>
• A commitment to developing curriculum activities within the Modern Foreign Languages Faculty	<b>E</b>
• Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools.	<b>E</b>

**E: Essential**

**D: Desirable**