



Job Description – Spanish Teacher

Post Title:	Teacher of Spanish
Salary:	MPS 1 - 6
Contract:	Full time/Permanent
Purpose:	<ul style="list-style-type: none"> • To plan and prepare lessons to a high standard, using a variety of delivery methods which will stimulate pupil learning (appropriate to needs and demands of specifications taught). • To set and mark work, including home learning in accordance with the school's Feedback Policy. • To be fully involved in the monitoring process. • To encourage a learning experience which provides all pupils with the opportunity to achieve their individual potential. • To assess, record and report on students' progress and attainment, maintaining accurate and appropriate records. • To prepare students for examinations, internal and external, including assessment and recording of accurate data. • To carry out appropriate administrative tasks • To ensure that Computing, Literacy, Numeracy and SMSC are reflected in the teaching/learning of students. • To manage behaviour appropriately in line with the School Behaviour Policy. • To have high expectations from all students.
Reporting to:	Deputy Headteacher
Liaising with:	Senior Leadership Team/staff/parents/students/outside agencies when relevant
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To support with the development of appropriate syllabuses, resources, schemes of work, AFL and teaching and learning strategies in the department. • To monitor and review student progress. • To implement School Policies and Procedures, e.g., Safeguarding, Curriculum, Learning and Assessment Policy, Equal Opportunities, Health, and Safety, etc.
Curriculum Provision:	<ul style="list-style-type: none"> • To deliver a comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan. • To support the school's extra-curricular programme, including clubs, trips etc. where appropriate.
Curriculum Development:	<ul style="list-style-type: none"> • To keep up to date with national developments in the subject area and teaching practice and methodology.
Communications:	<ul style="list-style-type: none"> • To ensure effective communication/consultation as appropriate with the parents of students. • To ensure efficient communication with relevant staff members within the school.

Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases and Newsletter. • To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. • To promote actively the development of effective subject links with external agencies.
Pastoral System:	<ul style="list-style-type: none"> • To follow school's code of conduct and report any cases of concern using internal procedures. • To contribute to the school's commitment to positive mental health and wellbeing according to school's vision, policy and practices.
Teaching:	<ul style="list-style-type: none"> • To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
Other Specific Duties:	
<ul style="list-style-type: none"> • To continue personal development as agreed. • To engage actively in the performance review process. • To undertake any other reasonable duty as specified by Headteacher not mentioned in the above. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 	
<p><i>The Post holder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures, the Health, and Safety at Work Act (1974), and subsequent health and safety legislation.</i></p> <p><i>This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.</i></p> <p><i>Belmont School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Baring Service.</i></p> <p><i>Belmont School is an equal opportunities employer.</i></p>	



Person Specification – MFL Teacher

	Essential	Desirable
Knowledge/Qualifications		
Graduate with qualified teacher status	*	
An awareness of current issues in specialist subject area	*	
Knowledge of national curriculum requirements for Primary	*	
Knowledge national curriculum requirements for Key Stage 3		*
Understanding of use of data to assess and inform teaching and learning	*	
Experience of exam board marking in specialist subject area		*
Experience		
Experience of teaching specialist subject	*	
Teach intervention groups at Primary Level		*
Skills		
Good organisational skills	*	
Effective planning and teaching	*	
Effective behaviour/classroom management	*	
An ability to demand high expectations	*	
Ability to work independently and be a team player	*	
Ability to enthuse and direct students and staff towards raising expectations and levels of achievement	*	
The ability to meet deadlines	*	
Good ICT Skills	*	
Behaviour & other related characteristics		
Takes the initiative	*	
Is self-motivated	*	
Work in ways that promote equality of opportunity, participation, diversity, and responsibility	*	
A commitment to abide by and promote Belmont School's Equal Opportunities, Health and Safety and Child Protection Policies	*	
A commitment to the ethos, vision and values of Belmont School	*	
To display a responsible and co-operative attitude to working towards the achievement of Belmont School aims and objectives	*	
An ability to respect sensitive and confidential work	*	
Commitment to own personal development and learning	*	
The post holder will require an enhanced DBS	*	

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.