



PERSON SPECIFICATION
AND JOB DESCRIPTION



Teacher of
Spanish





JOB DESCRIPTION AND PERSON SPECIFICATION

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

Job Title: Teacher of Spanish

Main purpose of the job:

As a member of the MFL department, the teacher is involved in delivering schemes of work, lessons and the on-going assessment of students' progress. It is expected that the teacher will, in addition, wish to organise and participate in a number of school and departmental activities outside their timetabled teaching, including trips abroad.

Reporting to: Head of Spanish

Reporting to the job holder: N/A

MAIN RESPONSIBILITIES AND DUTIES

1. planning and preparing courses and lessons.
2. teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
3. assessing, recording and reporting on the attainment, progress and development of pupils.
4. maintaining good order and discipline.

in each case having regard to the school's curriculum.

Other Activities

1. promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
2. taking an interest in the personal and social needs of pupils, and communicating as appropriate with other staff.
3. attending Parents' Meetings and seeing parents by appointment with the knowledge of the Head of Pupils
4. participating in meetings for any of the purposes described above.
5. taking an active role in the co-curricular programme.

Assessment and Reporting

Providing, or contributing to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Review, Further Training and Development

1. reviewing annually methods of teaching and programmes of work in consultation with the Head of Department.
2. participating in arrangements for further training and professional development as a teacher.

Discipline, Health and Safety

Maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Meetings and School Functions

1. participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
2. attending all official school functions.

Absence and Cover

1. in the case of unavoidable absence, setting work for pupils as far as is practicable.
2. Supervising pupils as required. The Senior Management Team will make every effort to arrange additional help in cases of prolonged absence.

Public Examinations

1. participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations;
2. recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

Boarding School Duties

Taking responsibilities, shared by the whole staff, to ensure the smooth running of a boarding school. These will include one or more of the following:

- taking on the role of tutor
- helping with clubs, societies or activities
- supervising study by rota from 4.45 – 5.50pm
- supervising lunch duties

By agreement, other duties that are deemed appropriate to the role by the Head of Department.

Other duties may be deemed appropriate to the role by the Principal.

Conclusion

A teacher should set high personal and professional standards at all times.

PERSON SPECIFICATION

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

	Essential These are qualities without which the applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.
Qualifications	• Good Honours degree in a subject relevant to the teaching aspects of the role • Qualified Teacher Status	• Further academic or teaching qualifications
Experience	• The post is suitable for someone with some experience of teaching, or for a newly qualified entrant to the profession • The ability to teach Spanish to at least Key Stage 4	• Two or more years' experience of teaching across the full ability range

Skills	• Ability to use a variety of teaching strategies to engage and challenge students • Good time management and organisation skills • Ability to work effectively as part of a team	• Experience of using Google Classroom
Knowledge	• Sound subject knowledge, and the ability to communicate concepts effectively to learners	• Knowledge of the Modern Language exam courses taught at Queenswood • Wide, or specific, Spanish cultural interests
Personal competencies and qualities	• Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience • Positive attitude to maintaining high standards of behaviour in students	• An interest in leading a co-curricular activity • Experience in organising or accompanying trips abroad