



# St. Alban's Catholic High School

## Job Description

|                                                                                                                                                                                                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Post Title:                                                                                                                                                                                               | TEACHER OF SPANISH |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals, fully reflects the school’s distinctive ethos and mission statement as a Catholic School. |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Purpose:                                                                                                                                                                                                  |                    | <ul style="list-style-type: none"><li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for learners and to support a designated subject area as appropriate</li><li>• To monitor the overall progress and development of learners as a teacher and in most cases a form tutor</li><li>• To facilitate and encourage a learning experience which provides learners with the opportunity to achieve their individual potential</li><li>• To contribute to raising standards of learner attainment for all</li><li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth</li></ul> |
| Reporting to:                                                                                                                                                                                             |                    | Head of Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Responsible for:                                                                                                                                                                                          |                    | The provision of a full learning experience and the provision of appropriate support for learners                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Liaising with:                                                                                                                                                                                            |                    | Headteacher/Deputy/Assistant Headteacher, Teaching Assistants, Pastoral Staff and Parents/Carers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Working Time:                                                                                                                                                                                             |                    | As per contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Salary/Grade:                                                                                                                                                                                             |                    | As per contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

### Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Subject Area
- To contribute to the subject areas improvement plan and its implementation
- To plan and prepare courses and lessons
- To contribute to the whole school's planning activities

### Curriculum Provision

- To assist the Subject Head and the Line Manager to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives

### Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of learners, examining and awarding bodies and the school's status and ethos as a Catholic School

### Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods

- To engage actively in the Performance Management review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designate team and to contribute positively to effective working relations within the school

### **Quality Assurance**

- To help implement school monitoring evaluation and review procedures and to adhere to them
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed school procedures, including evaluation against agreed standards and performance criteria
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

### **Management Information**

- To maintain appropriate records and to give relevant, accurate and up to date information as required
- To complete the relevant documentation as required to assist in the tracking of learners
- To track learner progress and use information to inform teaching and learning

### **Communications**

- To communicate with the parents/carers of learners as appropriate
- Where appropriate, to communicate and co operate with persons or agencies outside the school
- To follow agreed policies for communications in the school

### **Marketing and Liaison**

- To take part in marketing and liaison activities such as Open Evenings, Parents/Carers Evenings, reviews and liaison events with partner schools
- To contribute, and if required take a lead, in the development of effective subject links with external agencies

### **Management of Resources**

- To assist the Subject Head to identify resource needs and to contribute to the efficient/effective use of physical resources
- To contribute to the process of the ordering and allocation of equipment and materials
- To co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the School, subject and the learners

### **Pastoral System**

- To liaise with a pastoral staff to ensure the implementation of the school's Pastoral System
- To register learners, accompany them to assemblies, school Mass, encourage their full attendance at all lessons and their participation in other aspects of school Life
- To evaluate and monitor the progress of learners and keep up to date learner records as may be required
- To contribute to the preparation of Improvement Plans, PSPs, IEPs, and other reports
- To alert the appropriate staff to problems experienced by learners and to make recommendations as to how these may be resolved
- To communicate as appropriate, with parents of learners and with persons or bodies outside the school concerned with the welfare of individual learners, after consultation with appropriate staff
- To contribute to PYF and citizenship and work related learning according to school policy
- To apply behaviour management systems so that effective learning can take place.

## **Teaching**

- To undertake a designated programme of teaching
- To teach learners according to their educational needs, including the setting and marking of work to be carried out by the learner in the school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of learners and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual learners and groups of learners
- To ensure that ICT, Literacy, Numeracy and school subject specialisms are reflected in the teaching/learning experience of learners
- To ensure a high quality learning experience for learners which meets internal and external quality standards
- To prepare and up date subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to learner needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, behaviour, standards of work and homework
- To undertake assessment of learners as requested by external examination bodies, subject and school procedures
- To mark and grade work and give written/verbal and diagnostic feedback as required

## **Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and learners to follow this example
- To promote actively the school's agreed policies
- To continue personal development as agreed
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty specified in the national standards for teachers

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 a manager to undertake work of a similar level that is not specified in this job description.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and be conscious that an email sent from a school account, in essence, represents the school.

The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## Person Specification

| <b>Professional Qualities and Experience:</b>                                                                     | <b>Essential</b> | <b>Desirable</b> |
|-------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Degree standard or equivalent                                                                                     | ✓                |                  |
| Sound knowledge of educational processes                                                                          | ✓                |                  |
| Enthusiastic about the education and welfare of young people                                                      | ✓                |                  |
| Experience of working with students across the secondary age range and with learning difficulties or disabilities | ✓                |                  |
| Experience in safeguarding                                                                                        | ✓                |                  |
|                                                                                                                   |                  |                  |
| <b>Personal Qualities:</b>                                                                                        |                  |                  |
| Good organisational skills                                                                                        | ✓                |                  |
| Good communication skills                                                                                         | ✓                |                  |
| Good listening skills                                                                                             | ✓                |                  |
| Stamina, energy, resilience and sense of humour                                                                   | ✓                |                  |
| Calm and patient                                                                                                  | ✓                |                  |
| Team player                                                                                                       | ✓                |                  |
| A commitment to the highest standards of safeguarding                                                             | ✓                |                  |
| To enjoy working with young people                                                                                | ✓                |                  |
| To be flexible and willing to take on new challenges                                                              | ✓                |                  |
|                                                                                                                   |                  |                  |
| <b>Team Working Skills:</b>                                                                                       |                  |                  |
| Ability to support and work with teams                                                                            | ✓                |                  |
| Able to prioritise, plan and organise                                                                             | ✓                |                  |
| Ability to liaise with others                                                                                     | ✓                |                  |
| Set high standards and provide a role model for students                                                          | ✓                |                  |
| To be open to ideas                                                                                               | ✓                |                  |
| To be able to support others where necessary                                                                      | ✓                |                  |
| To deal sensitively with people and be able to resolve conflicts including supporting restorative approaches      | ✓                |                  |
|                                                                                                                   |                  |                  |
| <b>Decision Making Skills:</b>                                                                                    |                  |                  |
| To make reasonable decisions based upon evidence                                                                  | ✓                |                  |
| To think creatively and imaginatively                                                                             | ✓                |                  |
| To anticipate and solve problems                                                                                  | ✓                |                  |
| To demonstrate good judgement                                                                                     | ✓                |                  |
| To be able to prioritise                                                                                          | ✓                |                  |
|                                                                                                                   |                  |                  |
| <b>Communication Skills:</b>                                                                                      |                  |                  |
| To communicate effectively, orally and in writing with a range of audiences                                       | ✓                |                  |
| To negotiate and consult effectively                                                                              | ✓                |                  |
|                                                                                                                   |                  |                  |
| <b>Self-Management:</b>                                                                                           |                  |                  |
| Able to prioritise and manage time effectively                                                                    | ✓                |                  |
| Work under pressure and to deadlines                                                                              | ✓                |                  |
|                                                                                                                   |                  |                  |
| <b>Administrative Skills:</b>                                                                                     |                  |                  |
| To have sound administrative skills, able to stay on top of paperwork whilst maintaining attention to detail      | ✓                |                  |
| To be confident in the use of ICT processes as an integral part of daily working                                  |                  | ✓                |
|                                                                                                                   |                  |                  |
| <b>Personal Qualities:</b>                                                                                        |                  |                  |
| To have an excellent attendance record at work                                                                    |                  | ✓                |

|                                                                                                                         |   |  |
|-------------------------------------------------------------------------------------------------------------------------|---|--|
| To be flexible and willing to take on new challenges                                                                    | ✓ |  |
| To have energy, vigour and perseverance, self-confidence, enthusiasm, reliability, integrity and a good sense of humour | ✓ |  |
| Ability to demonstrate and promote good practice in line with the Catholic ethos of the school                          | ✓ |  |

|                   |                   |
|-------------------|-------------------|
| Signed:           | Signed:           |
| Post Holder:      | Line Manager:     |
| Name in Capitals: | Name in Capitals: |
| Date:             | Date:             |