



## **Job Description**

**Job Title: Classroom Teacher – Mainscale/UPS**

**Responsible to: Head of Department and Assistant Principal, Principal**

**Responsible for: Teaching Spanish across KS3 and KS4**

### **DUTIES**

The School Teachers' Pay & Conditions Document specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed.

### **PARTICULAR DUTIES**

- (a) Teaching Spanish across KS3 and KS4
- (b) To contribute to the teaching within the Department
- (c) To participate in the development of appropriate syllabuses, materials and schemes of work, end of unit tests and end of year / course examinations.
- (d) To be responsible for the specific tasks required within the Department, under the direction of the Head of Department.
- (e) To actively support the development of the Academy's extra-curricular programme.
- (f) To take responsibility for a specified Tutor group with the Academy

### **MAIN ACTIVITIES**

#### **1. Curriculum**

- (a) To ensure that schemes of work and lesson notes / plans are produced and reviewed
- (b) To assist with assessment processes which are compatible with school policy as required by the Head of Department/Senior Leadership Team
- (c) To ensure the appropriate differentiation of the curriculum to meet the needs of all levels of student ability
- (d) To develop teaching & learning styles which stimulate student interest and involvement in learning
- (e) To contribute as necessary to the planning of the work of the Department

#### **2. Students**

- (a) To establish appropriately high levels of expectation by setting down clear guidelines for good standards of behaviour and achievement with the Department, including the careful presentation of work and the care of books and equipment.
- (b) To conform with the procedures for monitoring and recording of progress, which include the active participation of students and involve the passing on of records from year to year
- (c) To participate in the writing and issuing of reports in the Department
- (d) To take responsibility for a specified mentor group within the Academy

### **3. Examinations**

- (a) To follow school policy on student examination entry to external examinations
- (b) To implement school policy on internal examinations / tests, including preparation and assessment and occasional monitoring / invigilation

### **4. Resources**

- (a) To record and check stock within the Department as required
- (b) To lay down standards for the proper care of accommodation, furniture and equipment to students; and to enhance the learning environment through the effective display of students' work and other materials

### **5. Whole School Responsibility**

- (a) To attend / participate in staff meetings and departmental meetings as required
- (b) To participate in parents' evenings / awards evenings etc. under the direction of the Head of Department
- (c) To represent the Department on working parties / at other meetings as and when appropriate as requested by the Head of Department
- (d) To actively support extra-curricular activities within the Academy

### **6. Community Responsibility**

- (a) To ensure effective dialogue with parents in accordance with school policies
- (b) To positively promote and represent the Academy within the local and wider community

### **7. Performance management**

- (a) To participate in the Academy's arrangements for performance management, professional development and the Academy's arrangements for quality assurance and internal verification.

**These duties may be varied from time to time to meet the changing needs of the Academy, at the reasonable discretion of the Principal.**

**This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.**

**Person Specification**

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	<b>Essential</b>	<b>Desirable</b>
<p><b>1. QUALIFICATIONS AND TRAINING</b></p> <p>1.1 First degree or equivalent</p> <p>1.2 Qualified Teacher Status</p> <p>1.3 Relevant further professional development (i.e. attendance at training courses/INSET etc.)</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>2. EXPERIENCE</b></p> <p>2.1 Evidence of highly successful teaching experience / training</p> <p>2.2 Evidence of supporting colleagues effectively and of dealing with classroom / student behaviour management issues in a caring, compassionate but firm manner</p> <p>2.3 Evidence of successful organisation and administration skills</p> <p>2.4 Experience of curriculum management issues (i.e. development of appropriate syllabuses, schemes of work etc.)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>3. PERSONAL QUALITIES / INTERPERSONAL SKILLS</b></p> <p>3.1 Personal confidence, flexibility and maturity of approach, enthusiasm and commitment.</p> <p>3.2 Evidence of drive and energy displayed by proven capacity to manage own work, use own initiative, manage work pressures, etc.</p> <p>3.3 Commitment to partnership between school, parents and community, and others who have an interest in the school</p> <p>3.4 Proven ability to work as a team member</p> <p>3.5 Good attendance record</p> <p>3.6 Ability to develop and maintain good working relationships with pupils, teaching and non-teaching colleagues, parents, governors and others associated with the school</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>4. JOB RELATED APTITUDES, SKILLS &amp; KNOWLEDGE</b></p> <p>4.1 Ability to effectively use knowledge of current educational management, personnel &amp; curricular issues, recent reports and legislation, especially related to the teaching subjects in the Department, through the 11-18 age range.</p> <p>4.2 Ability to communicate effectively with different audiences, orally and in writing</p> <p>4.3 Good ICT skills and knowledge, particularly in respect of ICT developments within own department area</p> <p>4.4 Knowledge of curriculum developments and related matters</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	