



## JOB DESCRIPTION

<b>Job Title:</b>	Teacher of Spanish
<b>Overall Purpose:</b>	To plan, implement and review high quality lessons that ensure the pupils are engaged, supported and appropriately challenged to maximise their outcomes at KS3 and KS4.
<b>Responsible to:</b>	Subject Leader
<p><b>Key Accountabilities:</b></p> <p>a) <u>Planning, Teaching and Class Management</u></p> <p>Teach allocated pupils by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none"> <li>• identifying clear learning outcomes;</li> <li>• setting tasks which challenge pupils;</li> <li>• setting appropriate and challenging expectations;</li> <li>• setting clear targets, building on prior attainment;</li> <li>• having a clear understanding of the needs of all pupils including those with SEN/D, Pupil Premium and the More Able, and able to use a variety of teaching approaches to engage and support them;</li> <li>• providing a clear structure for lessons maintaining pace, motivation and challenge;</li> <li>• making effective use of assessment and ensure coverage of programmes of study;</li> <li>• making use of St Richard's 'six features of an outstanding lesson';</li> <li>• using a variety of teaching methods;</li> <li>• ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the topic taught;</li> <li>• implementing intervention strategies to reduce gaps in progress between different groups;</li> <li>• evaluating and reflecting on own teaching critically to improve effectiveness;</li> <li>• ensuring the effective and efficient deployment of classroom support;</li> <li>• maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;</li> <li>• care of the teaching area with a contribution to display areas to provide a stimulating and attractive learning environment;</li> </ul> <p>b) <u>Monitoring, Assessment, Recording, Reporting</u></p> <ul style="list-style-type: none"> <li>• Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.</li> <li>• Mark and monitor pupils' work and set targets for progress.</li> <li>• Allow Dedicated Improvement and Reflection Time (DIRT) to ensure feedback is acted upon.</li> <li>• Complete profiles at the end of each data capture point (two times a year).</li> <li>• Undertake assessment of pupils as requested by examination bodies, departmental and school procedures.</li> <li>• Prepare and present summative informative reports to parents/carers.</li> </ul> <p>c) <u>Pastoral Responsibilities</u></p> <ul style="list-style-type: none"> <li>• The role expectations for all Form Tutors is outlined in the Staff Handbook.</li> <li>• Communicate effectively with parents/carers of pupils.</li> <li>• Teach PSHEe to form group</li> </ul>	

d) Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Have professional regard for the ethos, policies and practices of the school
- Support the Catholic/Christian ethos of the school. (You do not need to have a faith background).
- Establish effective working relationships and set a good example through presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils.
- To be involved in extra-curricular activities such as making a contribution to after-school/lunch-time clubs, revision classes and/or enrichment trips.
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified in the College Improvement Plan or your appraisal.
- Liaise effectively with parents, carers and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees 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.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document and the national Teacher Standards.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.