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| <b>Post Title</b>                 | <b>Classroom Teacher of Spanish</b>   |
| <b>Purpose</b>                    | <p>To raise pupil attainment by exercising the rights and responsibilities of the post to:</p> <p>Under the reasonable direction of the headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</p> <ul style="list-style-type: none"> <li>• Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.</li> <li>• Monitor and support the overall progress and development of pupils as a teacher/ Form Tutor.</li> <li>• Facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.</li> <li>• Contribute to raising standards of pupil attainment.</li> <li>• Share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.</li> <li>• Act as a role model.</li> <li>• Contribute to securing the key outcomes of the Every Child Matters agenda.</li> </ul> |
| <b>Reporting To</b>               | Head of Department  |
| <b>Responsible for</b>            | The provision of a full learning experience and support for pupils.   |
| <b>Liaising With</b>              | Headteacher, Leadership Team, teachers and support staff, LEA representatives, external agencies and parents.   |
| <b>Working Time</b>               | 195 Days per year. Full time.   |
| <b>Salary Range</b>               | Classroom Teachers' Pay Scale   |
| <b>DBS Disclosure Level</b>       | Enhanced.   |
| <b>Operational/<br/>Strategic</b> | <ul style="list-style-type: none"> <li>• Assist in the development of the Curriculum Area and Department.</li> <li>• Plan and prepare courses and lessons.</li> </ul>   |



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|   | <ul style="list-style-type: none"> <li>• Implement Academy Policies and Procedures</li> <li>• Contribute to the whole academy’s planning activities</li> </ul>   |
| <b>Curriculum Provision and Development</b>   | <ul style="list-style-type: none"> <li>• Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the academy’s Mission and Strategic Objectives.</li> </ul>   |
| <b>Staffing:</b> <ul style="list-style-type: none"> <li>• <b>Development</b></li> <li>• <b>Recruitment</b></li> <li>• <b>/Deployment</b></li> </ul> | <ul style="list-style-type: none"> <li>• Take part in the academy’s staff development programme by participating in arrangements for further training and professional development.</li> <li>• Continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• Engage actively in the Appraisal process.</li> <li>• Ensure the effective/efficient deployment of classroom support.</li> <li>• Work as a member of a designated team and to contribute positively to effective working relations within the academy.</li> </ul>   |
| <b>Quality Assurance</b>  | <ul style="list-style-type: none"> <li>• Help to implement academy quality procedures and to adhere to those.</li> <li>• Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>• Review from time to time methods of teaching and programmes of work.</li> <li>• Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.</li> </ul> |
| <b>Management of Information</b>  | <ul style="list-style-type: none"> <li>• Maintain appropriate records and to provide relevant accurate and up-to date information for MIS, registers, etc.</li> <li>• Complete the relevant documentation to assist in the tracking of pupils.</li> <li>• To track pupil progress and use information to inform teaching and learning.</li> </ul>  |
| <b>Communications</b>   | <ul style="list-style-type: none"> <li>• To communicate effectively with the parents of pupils as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the academy.</li> <li>• To follow agreed policies for communications in the academy.</li> </ul>  |



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| <b>Liaison</b>   | <ul style="list-style-type: none"> <li>• To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>   |
| <b>Inclusion</b> | <ul style="list-style-type: none"> <li>• Continuously assess pupils, provide feedback, set targets and ensure they know how to improve</li> <li>• Work with inclusion team to address issues of misbehaviour</li> <li>• Promote the use of Behaviour Management</li> <li>• Set a good example to pupils through presentation, personal and professional conduct</li> </ul>  |
| <b>Teaching</b>  | <ul style="list-style-type: none"> <li>• To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> <li>• To ensure that ICT, Literacy, Numeracy and academy subject specialism(s) are reflected in the teaching/learning experience of pupils.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for pupils which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of pupils as requested by external examination bodies, departmental and academy procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul> |



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| <b>Additional Duties</b> | <ul style="list-style-type: none"><li>• To participate fully in community activities, developing the ethos of the academy and promoting the motto 'Soar to the Heights Together'</li></ul> |
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The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants of continued employment for any employee who develops a disabling condition.