

URSULINE HIGH SCHOOL

SPANISH TEACHER

JOB DESCRIPTION

Post Title: Spanish Teacher

Grade: M1 – UPS3 [£32,157 - £50,935]

Responsible to: Head of Faculty/Head of Department

Date: January 2021

Key Purpose: To fulfil the duties outlined in current legislation in line with the school's aims and policies.

Accountable to: Head of Faculty/Head of Department

Accountable for: The progress of pupils allocated to each lesson

Key Purpose: To fulfil the duties outlined in current legislation in line with the school's aims and policies.

Key Accountabilities

1. Accountable for the delivery of the specified curriculum

2. Outcomes

Key Tasks

- a) To prepare appropriate material in order to deliver the curriculum effectively, using a variety of styles and approaches, with regard to the individual needs of pupils.
 - b) To contribute to the effective development of schemes of learning.
 - c) To implement relevant school policies in relation to the subject.
 - d) To mark work formatively in order that pupils are able to make progress and reach their target grades.
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- a) To ensure all students and groups of students meet their targets.
 - b) Implementing all school's policies on Teaching and Learning, Assessment etc.

3. Accountable for maintaining a well managed classroom
 - a) To have regard for the safety of pupils in line with the school's Health and Safety Policy and routines.
 - b) To maintain firm but clear discipline using school and departmental systems of rewards and sanctions.
 - c) To ensure that the learning environment is stimulating through the display of pupils' work and other appropriate materials.

4. Accountable for keeping records on individual pupils
 - a) To keep a register of attendance at each lesson and to follow up on non-attendance and lateness.
 - b) To set and mark homework in line with the school's policy.
 - c) To contribute to the school's assessment policy through the completion of reports, regular marking, attendance at Parent's Evenings, Academic Review Days and any other report as necessary.

5. Accountable for having a professional commitment to teaching and their own development
 - a) To attend regularly and punctually.
 - b) To update subject knowledge through appropriate professional development opportunities.
 - c) To take a positive role in performance review.
 - d) To attend school meetings as per the calendar.

6. Students Personal Development
 - a) To contribute to the personal development of students

7. Safeguarding
 - a) To follow the School's Safeguarding Policy and Procedures in order to keep every student safe