



JOB DESCRIPTION

Job Title:	Teacher of Spanish	Department:	Spanish
Hours of Work:	Full Time, Term Time		
Responsible To:	Head of Spanish	Responsible For:	N/A

Summary of Role:

The Spanish Department set high expectations and has an excellent record of achievement in public examinations, both at GCSE and A Level. They are innovative in their approach to teaching and always aim to provide a stimulating and positive environment for the girls.

We are looking for a well-qualified, enthusiastic teacher of Spanish with a thorough knowledge of modern teaching and learning approaches, to join strong and successful departmental teams. Applications from experienced teachers or newly qualified entrants are equally welcome.

Many of the teaching materials have been designed and tailor made by the department and extensive use is made of the IWB with a wide range of exciting activities. These teaching resources are constantly reviewed and updated so as to provide the girls with the best possible opportunity of developing their language skills and knowledge of Spanish.

Specific Responsibilities:

1. To teach classes as allocated by the Head of Department.
2. To plan and prepare schemes of work and lessons thoroughly, according to department and school policies.
3. To prepare relevant classes for public examinations up to A-level, according to the syllabuses specified above.
4. To manage pupils' behaviour and promote a working atmosphere in lessons by following department and school policy.
5. To set, mark and assess work, record assessments and write reports according to department and school schedules and policies.
6. To support the department's work by contributing to initiatives and taking on such administrative responsibilities which are reasonably allocated by the Head of Department.
7. To take an active role in the creation of audio visual materials for the Department.
8. To undertake the responsibilities of a form tutor, promoting the academic and personal development of the tutees in your care.
9. To contribute to the co-curricular programme.
10. To take part and help organising trips abroad.
11. To undertake supervisory duties.
12. To promote the welfare and safety of all pupils at Woldingham School.
13. A willingness to support the school's Catholic ethos.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • A well-qualified graduate with a degree or similar qualification in Spanish. • The ability to teach Spanish to KS4. 	<ul style="list-style-type: none"> • The ability to teach Spanish to KS5. • An understanding of the principles of good classroom management. • Promote independence and employ strategies to recognise and reward achievement. • Ability to challenge and support all pupils to do their best.
Personal Behaviours	
<ul style="list-style-type: none"> • A good communicator who is able to inspire an interest in the subject • The ability to work as part of a busy team. 	<ul style="list-style-type: none"> • Ability to motivate others. • Develop good personal relationships within the team. • Flexibility and adaptability
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Able to operate at the heart of the school community • Committed to the Sacred Heart Values • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care • Someone who is eager to participate in the department's extra-curricular programme and the wider life of the school; this includes exchange trips and educational visits. 	<ul style="list-style-type: none"> • Willingness to contribute to whole school initiatives, and support school improvement programmes • Set challenging and demanding expectations and promote self-esteem and independence
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	<ul style="list-style-type: none"> • Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities. • Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes. • Establish constructive relationships with pupils and interact with them according to individual needs.