A Career at St Edmund's College

Teacher of Spanish

Job Description

Reporting to:	Head of Spanish
Probationary period:	1 Academic year
Summary of the role:	The Governors seek to appoint a Teacher of Spanish who has the skills and imagination required to undertake this important teaching role in our high-achieving school. You are willing to embrace the principles of High-Performance Learning, maintaining high expectations for all pupils. You will be an excellent classroom practitioner and be dedicated to improving standards of provision and enhancing achievement.
Main duties and responsibilities:	- Teaching 0.6 of a timetable across the age range from 11-18 as allocated by the Head of Department, following whole school and departmental policies. - Ensuring that you meet the entitlement of all pupils to have access to a rigorous learning experience, which is differentiated to their needs. - Recording and assessing regularly pupils' work, giving supportive, instructive feedback with specific targets for improvement. - Attending Parents' Evenings, INSET and Open Days as appropriate. - Maintaining full regularly entered records of pupil performance and using these records to inform both teaching and feedback for parents. - Using data from the tracking system to monitor and maintain progress, and setting appropriate academic targets. - Writing full academic reports in accordance with College guidelines, displaying an awareness of each pupil as an individual and providing helpful advice for future progress. - Liaising effectively with colleagues within the departments by freely sharing good practice and resources. - Embracing being part of a supportive team through a programme of frequent lesson observation. - Contributing imaginatively and helpfully to departmental discussions on policy and practice. - Contributing to the departmental development of the curriculum and organisation of resources and to the review of whole school policies. - Maintaining standards of pupil behaviour and discipline within the classroom and elsewhere in school. - Helping to maintain the highest possible standards of order, efficiency, stimulation and attractiveness in the learning environment particularly in the classroom. - Being responsible for ensuring that St. Edmund's College Health and Safety policy is implemented in all lessons. - Contributing generously to the co-curricular provision of the languages department.

	• Contributing to the provision of pupil enrichment activities within the College. • To embrace the High Performance Learning (HPL) philosophy and framework and apply it to all aspects of College life.
Safeguarding Responsibilities:	• The post will involve close contact with, and a high degree of responsibility for, children and young adults. The majority of this will be regulated activity. • Safeguarding and promoting the welfare of children is everyone's responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.
Other	• Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT. • Performing the 'Role of Teacher' job description, as set out in the College's Academic Handbook.
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