



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.
	St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.