



Date: Autumn 2021

Review Date: Autumn 2022

Job Description:

Job Title: Spanish Teacher – MPS

Responsible to: The Headteacher

Main Purpose: Teaching Spanish to classes of pupils throughout the school.

Employment duties: The job description is carried out in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set-out in that document, so far as is relevant to the post holder's title and salary.

The post holder is responsible to the Headteacher and to the Governing Body.

The main employment duties attached to this post are as follows:

1. To teach, according to their educational needs the pupils assigned to him/her. This will include planning, preparing and assessing the work carried out by pupils.
2. To operate within the agreed classroom code of practice.
3. To be responsible for a given area of the curriculum.
4. Directed time = 1265 hours.

Key tasks: The key tasks attached to the post of class teacher are:

- To be responsible for the general welfare of all the children within the school and to take particular responsibility for the care of the children within the teacher's own class.
- To be sensitive to the needs of the individual child, within the above context, and to be available to help should a need arise.
- The assessment of pupils' achievements and progress in line with the school's assessment and marking policies. To keep appropriate records.
- To be responsible for planning and preparing for lessons and activities.
- Contributing to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole.
- The marking of class attendance registers.
- To be responsible for maintaining class discipline in line with the school rules and behaviour policy.

Relationships: The post holder is responsible to the Headteacher for his/her

teaching duties and responsibilities.

The post holder is to interact on a professional level with colleagues maintaining professional relationships with them to ensure a high standard of teaching and learning in the school.

The post holder is responsible for the supervision of the work of teaching assistants where relevant.

This job description and allocation of particular responsibilities may be amended by agreement with the Headteacher from time to time.

Entitlements:

Training and development within the school's INSET programme.

Appropriate professional support from the Headteacher and Deputy Headteacher.

To be consulted before any change is made to the job description.