



Teacher of Spanish (Part-Time Temporary)

JOB DESCRIPTION

Lumen Christi College is a Catholic, co-educational grammar school, open to students of all faiths. The Board of Governors seeks to appoint a dedicated, dynamic and child-centred subject teacher who is central to the success of the school and plays a key role in delivering the school's vision and ensuring that learning and teaching is at the heart of the department's work enabling every student to reach their full potential in all areas.

The Spanish Department

Spanish is one of the Modern Languages taught in Years 8-10. It is also taught at GCSE and at A Level.

The Spanish teacher will:

LEADERSHIP

- Be responsible for providing dynamic and effective leadership within his/her classroom, and in liaison with the Head of Department, within the school.
- Be directly responsible to the Head of Department who is responsible to the Principal for all matters pertaining to the Spanish curriculum in the school and is expected to ensure high standards.
- Be responsible for setting high expectations and encouraging the development of Spanish within his/her classroom and beyond in order to ensure the highest quality of teaching and learning within these areas.
- Is committed to continuous improvement and will engage in a process of Self Evaluation and target setting for improvement, (individual, departmental and whole-school) led by the Head of Department.

PLANNING, LEARNING, TEACHING and ASSESSMENT

- Be responsible for teaching Key Stage 3, GCSE and A Level Spanish.
- Plan for, set and maintain a high standard of work in his/her classroom and ensure that the above schemes and courses are successfully delivered.
- Promote the use of a range of learning styles and employ a range of teaching strategies including active methodologies regularly and consistently across all key stages.
- Ensure pupils' individual needs including those with SEN are met.
- Promote the integration of the Pupil Voice into learning and teaching processes.
- Regularly evaluate and mark pupils' work and provide feedback to both build on areas of success and effect improvement.
- Participate in the setting, marking and standardisation of all internal assessments in line with the Departmental Assessment, Homework and Marking Policies, with an emphasis on marking for improvement.
- Complete pupil reports in line with school procedures.
- Oversee Quality Assurance within his/her classroom ensuring a robust approach to: Self Evaluation, Standardisation, Book Scoops, Data Analysis, Lesson Observations & Pupil Voice.
- Engage in effective Data Analysis of Assessment, Results and Performance. Provide pupil support strategies as required.

- Contribute regularly to the evaluation and review of Schemes of Work, Policies and documentation for the Spanish Department.
- Ensure that e-learning is used effectively within his/her classroom teaching, keeping up to date with developments in this field in relation to Spanish.
- Contribute to the culture of sharing resources with the Department and to the Sharing of Best Practice within the school and the Department.
- Ensure that classroom displays are regularly updated and promote and support learning.
- Follow departmental procedures regarding the ordering of equipment and ensure care and maintenance of equipment in the Department.

CHILD CENTRED PROVISION - The primary role of all teachers is Pastoral.

- Promote the well-being of all pupils.
- Identify academic areas of need and communicate with parents accordingly.
- Ensure the Head of Department, Form Tutor and Head of Key Stage / Year are kept informed of any pupil whose progress or attitude to work is causing concern and that continuing support is provided.
- Comply fully with the school and departmental policy on Health and Safety.
- Ensure that pupils from other schools in the ALC who avail of courses in Spanish are supported academically and liaise with the ALC Link Teacher to ensure that these pupils are also supported pastorally.
- Be involved in the Pastoral Care Programme of the school as part of a Pastoral Team, with responsibilities as a Form Tutor.
- In liaison with the Careers department, be familiar with current career opportunities open to students taught in the Department and discuss such opportunities with pupils, thus giving constructive support to the Careers Department.

Enrichment

- Lead an extra-curricular club.
- Involve pupils in relevant competitions to promote their interest and enjoyment in Spanish.
- Participate in school trips which are of educational value to pupil learning.
- Contribute to the school website to celebrate student success.

STAFF DEVELOPMENT - *All new members of staff and student teachers are inducted and receive opportunities for continuous professional development.*

- Attend and participate in departmental, pastoral and all relevant meetings and training.
- Participate in Performance Review and Staff Development (PRSD) or BT / EPD as appropriate.
- Participate in all in-service training, internal and external, as required by the Principal, and, where appropriate, disseminate such training to colleagues.
- Keep abreast of curriculum development and up to date with professional development and in-service training.

GENERAL DUTIES

- Carry out supervisory duties in accordance with published lists e.g. morning and break time supervision, cover rota, bus duties, etc.
- Participate in appropriate meetings with colleagues, parents, EA/DENI officers etc. relating to the above duties within and outside normal teaching hours.
- Undertake an agreed extra-curricular activity.
- Comply with all whole-school policies and procedures.

The post-holder may be required to carry out other duties as may reasonably be assigned by the Principal from time to time.

The Job Description is subject to review in consultation with the Principal and taking into consideration the changing needs of the College.