# Saltley Academy - Job Description

**Post Title:** Teacher of Spanish  

**Post Holder:**  

**General Purpose:**  
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.  
- To monitor and support the overall progress and development of pupils as a teacher/ Form Tutor  
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.  
- To contribute to raising standards of pupil attainment and progress.  
- To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.  

**Reporting to:** Subject Leader/Head of House  

**Responsible for:** The provision of a full learning experience and support for students in their achievement and personal development.  

**Liaising with:** Executive Headteacher/Head of Academy/Deputies/Assistant Headteachers, Lead Practitioners, other Heads of Department, Pastoral Team and relevant staff with cross-school responsibilities, relevant non-teaching support staff, relevant colleagues within the Multi Academy Trust and the East Birmingham Network and parents.  

**Working Time:**  

**Salary/Grade:** Main scale as school pay policy  

**Disclosure level** Enhanced  

Washwood Heath Multi Academy Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share in this commitment.  

Successful candidates will need to undertake an enhanced DBS check.
### MAIN (CORE) DUTIES

#### Operational/Strategic Planning
- To assist in the development + implementation of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department’s development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school’s planning activities.

#### Curriculum Provision:
To assist the subject leader/head of faculty and the senior leadership, to ensure that the curriculum area provides a range of teaching which complements the Academy’s strategic objectives.

#### Curriculum Development:
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Academy and Multi Academy Trust’s Mission and Strategic Objectives.

#### Staffing

#### Staff Development:
- To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

#### Quality Assurance:
- To help to implement Academy quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy/Multi Academy Trust procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

#### Management Information:
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

#### Communications:
- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the Academy/MAT.

#### Marketing and Liaison:
- To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools, particularly in the Multi Academy Trust.
- To contribute to the development of effective subject links with external agencies.

#### Management of Resources:
- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Faculty/Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils.
<table>
<thead>
<tr>
<th>Pastoral System:</th>
<th>Teaching:</th>
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<tbody>
<tr>
<td>• To be a Form Tutor to an assigned group of pupils.</td>
<td>• To teach pupils according to their educational needs, including the</td>
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<td>• To promote the general progress and well-being of</td>
<td>setting and marking of work to be carried out by the pupil in school</td>
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<td>individual pupils and of the Form Tutor Group as</td>
<td>and elsewhere.</td>
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<td>a whole.</td>
<td>• To assess, record and report on the attendance, progress, development</td>
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<td>• To liaise with the relevant Head of House to</td>
<td>and attainment of pupils and to keep such records as are required.</td>
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<td>ensure the implementation of the school’s Pastoral</td>
<td>• To provide, or contribute to, oral and written assessments, reports and</td>
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<td>System.</td>
<td>references relating to individual pupils and groups of pupils.</td>
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<td>• To register pupils, accompany them to assemblies,</td>
<td>• To ensure that ICT, Literacy, &amp; Numeracy and learning skills are</td>
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<td>encourage their full attendance at all lessons and</td>
<td>reflected in the teaching/learning experience of pupils.</td>
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<td>their participation in other aspects of school life.</td>
<td>• To undertake a designated programme of teaching.</td>
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<td>• To evaluate and monitor the progress of pupils and</td>
<td>• To ensure a high quality learning experience for pupils which meets</td>
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<td>keep up-to-date pupil records as may be required.</td>
<td>internal and external quality standards.</td>
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<td>• To contribute to the preparation of Action Plans</td>
<td>• To prepare and update subject materials.</td>
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<td>and progress files and other reports.</td>
<td>• To use a variety of delivery methods which will stimulate learning</td>
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<td>• To alert the appropriate staff to problems</td>
<td>appropriate to pupils' needs and demands of the syllabus.</td>
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<td>experienced by pupils and to make recommendations</td>
<td>• To maintain discipline in accordance with the Academy's procedures,</td>
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<td>as to how these may be resolved.</td>
<td>and to encourage good practice with regard to punctuality, behaviour,</td>
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<td>• To communicate as appropriate, with the parents</td>
<td>standards of work and homework.</td>
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<td>of pupils and with persons or bodies outside the</td>
<td>• To undertake assessment of pupils as requested by external examination</td>
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<td>school concerned with the welfare of individual</td>
<td>bodies, departmental and school procedures.</td>
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<td>pupils, after consultation with the appropriate</td>
<td>• To mark, grade and give written/verbal and diagnostic feedback as</td>
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<td>staff.</td>
<td>required.</td>
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Other Specific Duties:

- To play a full part in the life of the Academy and Multi Academy Trust community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To support the school in meeting its legal requirements
- To promote actively the school’s corporate policies.
- To continue personal development as agreed.
- To comply with the Academy’s Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above, including task which are reasonable requests by the Head of Academy/Executive Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Job Description issued by 
after consultation
________________________________
(Signature of Head of Academy)

Copy received by 
________________________________
(Signature of Employee)

Date 
________________________________

HT/JSH Teacher of Spanish