



Spanish Teacher

£27,069.12 - £33724.08 fte (pro-rata)
depending on experience (actual salary £6767 upward)

Part-Time – 8 lessons - extra hours for cover to be
discussed at interview.

Start date: asap

Closing date: until filled

Spanish Teacher

Thank you for your interest in the above vacancy.

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard application form** valid for all vacancies are to be found in the Job Opportunities page of the school's website. Please read this information carefully.

The details of this role are as follows:

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|----------------|--|
| Annual leave: | School holidays (+ Bank Holidays) |
| Contract type: | Part time 8 lessons plus potential extra hours for cover to be discussed at interview |
| Salary: | £6767 upwards actual salary (£27,069.12 - £33724.08 fte pro-rata, per annum depending on experience) |
| Start date: | September 2023 |

If you have any queries or need further information about the position please do not hesitate to contact HR on 01342 822275 or email HR@michaelhall.co.uk

Application process

To apply for this role you will be required to complete the school's standard application form (which you can find on the Job Opportunities page of our school website) and return it electronically through the website with any requested supporting documentation.

Please note that it is not necessary to enclose a separate CV, although you may do so if you wish – however, we still require a completed application form.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.

General Information

Safeguarding Children / Child Protection

You will work in accordance with Michael Hall School policies and procedures for safeguarding vulnerable children.

Equal Opportunities

As a member of staff at Michael Hall School, you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including children, relatives and staff, are treated equally in line with the Equal Opportunities Policy.

- This job description is not exhaustive. You may be asked to undertake any other similar duties if required.
- This job description may be reviewed and altered in the light of changed service needs and following discussion with the post holder.
- Michael Hall School employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.
- The post holder will be required to comply with all internal policies and procedures
- Michael Hall School is an equal opportunities employer and the post holder will be expected to promote this in all aspects of work

Job Description

Role: Spanish Teacher

Purpose of the job

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for Spanish students. To carry out all duties and responsibilities of a teacher as outlined in the current conditions of employment including:

- To maintain the positive ethos and promote the values of the school
- To plan and deliver effective lessons which deliver good progress and achievement for all pupils
- To be responsible for the pastoral wellbeing of pupils
- To build positive relationships with pupils, staff, parents and governors which support the work of the school
- To play a significant role in the life of the school and contribute to whole school development
- To provide a model of good practice for aspects of teaching and learning

Teaching and learning

- To monitor and support the overall progress and development of students.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to maximizing of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Planning

- To assist in the development of appropriate schemes of work towards selected modern Spanish syllabuses. To develop teaching resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To contribute to the curriculum area and department's development plan and its implementation
- To ensure department documentation and practice in relation to Health and Safety is in place and adhered to.
- To assist in the process of curriculum development in Spanish so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's ethos.
- To ensure that the equipment is in good working order and suitable for teaching use.

General Duties

- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enhancement, including extra-curricular activities and off-site visits
- Support other members of the curriculum area and students as appropriate
- Review your own professional development and maintain professional standards
- Carry out any other such duties as the post holder may reasonably be required to do

| <u>Person Specification</u> | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| GCSE Maths A*-C (or equivalent) | ✓ | |
| GCSE English A*-C (or equivalent) | ✓ | |
| Educated to degree level | ✓ | |
| Qualified teacher status either in the UK (or international equivalent) or Steiner Waldorf Teacher qualification | ✓ | |
| Experience | | |
| Fluent Spanish Speaker | ✓ | |
| Experience with (or openness to) teaching the Steiner Waldorf curriculum | | ✓ |
| Professional Knowledge and Understanding | | |
| An understanding of curriculum and pedagogical issues relating to learning and teaching, | ✓ | |
| Knowledge of effective strategies to include, and meet the needs of, all pupils | ✓ | |
| Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN | | ✓ |
| Professional Skills and Abilities | | |
| A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching | ✓ | |
| Must be able to plan lessons for all the pupils in a class, setting | ✓ | |

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| clear learning intentions and differentiated tasks | | |
| Must be able to keep records of pupil progress in line with school policy | ✓ | |
| Must be able to use assessments of pupils learning to inform future planning | ✓ | |
| Ability to plan and work collaboratively with colleagues | ✓ | |
| Personal Qualities | | |
| A teacher with a flexible approach to work who enjoys being a good team member | ✓ | |
| Must have good communication skills both orally and in writing | ✓ | |
| Must be able to manage own work load effectively | ✓ | |
| Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships | ✓ | |
| Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit | ✓ | |
| To practice equal opportunities in all aspects of the role and around the work place in line with policy | ✓ | |
| To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post | ✓ | |