



## Job Description

**Job Title:** Spanish teacher  
**Responsible to:** Extracurricular Coordinator  
**Hours of Work:** MON to THU 5pm to 6pm

### **Job Purpose:**

- Carry out professional duties and have responsibility for planning and implementing appropriate work for all children in an assigned class.
- Be responsible for the management of the class and the safety and welfare of the pupils.
- Maintain assessment records and reports on pupil's progress for Coordination and parents.

### **The main areas of responsibility are:**

- Create a safe, positive and secure classroom environment where every pupil feels happy, valued and motivated to learn.
- Ensure equality for all pupils
- Maintain high standards of classroom organisation which foster pupil independence
- Provide effective and engaging lesson plans to fulfil learning objectives, while providing varied activities that suit all student's abilities and boost different learning skills.
- Know which pupils require additional support and intervene accordingly
- Keep clear records of pupil attainment, progress and development and write pupil reports based on these
- Communicate effectively and positively with parents about all aspects of their child's learning process.
- Undertake any reasonable request by the programme coordinator

*The post-holders responsibility for promoting and safe-guarding the welfare of children and young persons for whom she is responsible or with whom she comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she must report any concerns to the Designated Safeguarding Leader.*