



The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	<p>Job Title: Teacher of Spanish</p> <p>Location: Mickleham, Dorking, Surrey</p> <p>Job Purpose: To ensure the highest standards in delivery of Spanish (French would also be desirable at KS3)</p> <p>Reporting Line: Head of Spanish</p> <p>Hours: Full time, with extra curricula activities and duties</p> <p>Salary: According to BHS Trust Scales</p>
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Main duties and responsibilities:	<p>Your Professional Duties</p> <p>You are expected to act in accordance with the aims, policies and administrative procedures of the School. The following duties shall be deemed to be included in the professional duties which you will be required to perform:</p> <p>Specific Duties and Responsibilities</p> <p>A. Teaching:</p> <p>Applicants should be able to teach Spanish with the ability to teach language A within the IB Diploma (for native speakers)</p> <ul style="list-style-type: none"> • Applicants should ideally be able to teach to GCSE level • The ability to use ICT in language classes as well as willingness to take part in school trips and generally in the vibrant extra-curricular range of activities are essential requirements. • Inspire confidence in colleagues through good practice, enthusiasm, positivity and initiative. • Show excellent teamwork skills and be willing to contribute to the wider development of the department. • Convey their subject matter with skill and enthusiasm, taking into account the specific needs of the students. • Develop and share good practice.
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- Follow departmental and school policy as regards discipline, monitoring and intervention strategies.
- Help to raise the level of achievement and enthusiasm for German.
- Prepared to work hard to achieve the department goals.
- Instil a passion for learning for the subject.

B. Pastoral and extra-curricular:

- Be fully conversant with and apply the school's child protection policy.
- Promote the general progress and well-being of students in your care.
- Act as a group tutor, involving reporting to parents monthly.
- Carry out evening and weekend duties as per contract.
- Attend all Departmental meetings and Inset Days.

C. Professional Standards:

- Support the aims and ethos of the school.
- Treat all members of the school community with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, punctuality and attendance.
- Attend staff meetings.
- Take responsibility for matters relating to health and safety.
- You may also be required to undertake such other comparable duties as the Headmaster requires from time to time.

D. The Role:

- The Modern Languages Department currently consists of four full time and experienced staff and various part-time members, most of whom teach the full range of abilities and ages. French, Spanish, German, Japanese, Russian and Mandarin are all offered within the IB programme. Spanish and French are taught to all years from Year 7 to 11.
- We are also supported by a number of peripatetic teachers who offer this range of other languages.
- We annually accept a very comprehensive intake from a variety of linguistic backgrounds – including native speakers.
- **The ability to offer a second modern foreign language across the curriculum would be expected**
- All pupils in Years 7 and 8 study French and Spanish. From the outset pupils are taught in relatively small ability sets (2 sets in Year 7 and in Year 8) and movement between sets may occur if required. These languages are then available within the (I)GCSE options, subject to demand.

	<ul style="list-style-type: none"> • In the Sixth Form (Years 12 and 13) we offer the IB Diploma programme and currently have all the following courses on offer: A1 Spanish at Higher Level, together with French, German, Italian and a similar range of Language B courses. Other subjects are also taken, including Russian, Japanese, and Mandarin, subject to the skill level of individual students. • For Spanish, we are currently using ¡Viva! • In French, we currently use Studio with our Key Stage 3 and Key Stage 4 classes, supported by other materials. • At IB level a wide variety of resources are provided within the department and the Library provides a multitude of on-line subscriptions. • We also use variety of ICT resources, including pearsonactivelearn, atantot and the use of ICT is encouraged throughout our MFL teaching • Most of our classrooms are equipped with data projectors and we have access to interactive whiteboards. • Trips are organised on a regular basis and we would expect the new colleague to take any educational trips and exchanges as part of their commitment to the department. We also celebrate Languages Week extensively and all members of the Department are fully involved in this.
Line Management duties and responsibilities:	Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Person Specification			
	Essential	Desirable	Method of assessment
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<ul style="list-style-type: none"> • Degree • PGCE 	<ul style="list-style-type: none"> • QTS 	Production of the applicant's certificates

			Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Teaching Spanish to students aged 14-18 • Evidence of career development 	<ul style="list-style-type: none"> • Mainstream school teaching • Experience of teaching some or all of GCSE/IGCSE, A Level/IB Spanish ideally to native speakers 	Contents of the application form Interview Professional references
Skills	<ul style="list-style-type: none"> • Demonstrate an enthusiastic and imaginative approach to teaching the subject • Ability to use ICT in the classroom • Excellent interpersonal skills • Strong time management and organisational skills 	<ul style="list-style-type: none"> • Sporting, musical, dramatic, artistic or other skills which can feed into the extra-curricular programme 	Contents of the application form Interview Professional references
Knowledge	<ul style="list-style-type: none"> • Up-to-date knowledge of Spanish and second MFL • Teaching strategies which enable learners to make good progress • Lively, fun approach to teaching and learning 		Contents of the application form Interview Professional references

<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline • An approachable, professional colleague and classroom practitioner • Flexible, resilient and well organised, with a good sense of humour 	<ul style="list-style-type: none"> • Able to work independently using a wide range of resources. • Able to create original classroom resources • Sensitive to the challenges presented by children who are far from home 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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