



JOB DESCRIPTION

Job Title:	Teacher of Languages
Hours:	Full time or Part time (0.7+ in 4 days per week)
Status:	Permanent

Responsible to: Head of Faculty

Functional links with: All members of the faculty, other academic staff, pastoral team, administrative functions across the school

Job Purpose:

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

Main Duties:

- To contribute to the raising of standards of pupil achievement in the classroom and to establish high standards of planning and classroom practice.
- To maintain a high standard of subject knowledge and understanding, promoting the values, principles, policies and priorities of Queen's College.
- To help the College achieve its aims and objectives.
- Provide extra tuition to pupils as appropriate to ensure that they reach their full potential.
- To develop innovative teaching using a range of multi-sensory methods (including relevant IT packages).
- Use baseline tests to monitor progress of students.
- Maintain accurate and detailed student records, including target setting, monitoring and reviewing progress and contributing to report writing.
- Liaise/collaborate with teaching staff regarding pupil progress and behaviour as and when necessary, suggesting appropriate courses of action/teaching methods to promote the achievement of academic progress and self-esteem.
- Attend faculty meetings and contribute to the strategic focus of the faculty and encourage collaborative working.
- Develop resources and teaching methods that reflect best practice, contributing to the quality of provision within the faculty.
- To be responsible for communicating/liasing with parents or guardians either by email or phone.

- Attend CPD courses to ensure you are up to date with current practice and to contribute to the development of the subject area.
- Liaise regularly with the Head of Faculty and support them in their duties.

Whole school responsibilities:

- Be an effective tutor within the year system and therefore be involved in the pastoral care of those pupils.
- Communicate with subject staff, other tutors, and the school's safeguarding group with regards to the safeguarding of students.
- Contribute to the Saturday co-curricular programme and weekday co-curricular activities within the school.
- Attend full staff meetings, parents' evenings and any assembly or school meetings as required.

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2023).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

Date: March 2024

This job description is current at the above date. In consultation with the post holder it is liable to variation by the school to reflect actual, contemplated or proposed changes in or to the job.

Person Specification – Teacher of Languages

Qualifications/Experience

- Educated to degree level with QTS or equivalent.
- Ability to teach Spanish to at least GCSE Level, ideally also offering French.
- Proficient IT user

Knowledge

- Excellent subject knowledge and an impressive track record of results.
- Demonstrate outstanding classroom practice and be capable of inspiring pupils, with an imaginative approach to teaching and learning.
- Knowledge of effective pastoral care, safeguarding and child protection issues.
- Knowledge of current curriculum developments.
- Experience of using ICT in teaching and learning.

Skills and Abilities

- Strong communication and interpersonal skills.
- Ability to use assessment data to inform planning and set student performance targets.
- Strong IT skills.
- Strong organisational and administrative skills.
- Ability to create and maintain strong and supportive relationships with staff, parents/carers and pupils.
- High standards of classroom management.
- Evidence of high student achievement (success rates, value added achievement, progression).
- Ability to lead, motivate and inspire students driven by love of subject.

Personal/Professional Qualities

- Possess a passion for teaching languages.
- Willingness to be fully involved in school life.
- Willingness to be involved in language trips.
- Aspirational and empathetic; has a genuine belief in the potential of every pupil.
- Resilient, tenacious, determined and pragmatic.
- Persuasive and influential.
- Work in collaboration with the faculty.
- Flexible and resourceful.
- Demonstrate Innovation and creative thinking.
- Commitment to continuing professional development.
- Having high expectations of our students.