



MARICOURT
CATHOLIC
HIGH SCHOOL
& SIXTH FORM CENTRE

Teacher of Spanish Job Description

School Mission Statement.

Maricourt seeks to provide and sustain a living Catholic community which is rooted in Christian values and where growth and knowledge, respect, love and fellowship are shared by all.

Job Title: Teacher of Spanish

Responsible to: Curriculum Leader for MFL

Salary Range: Main Professional Scale

Job Purpose:

You are an employee of the Governing Body of Maricourt Catholic High School. To carry out the functions of a teacher of Spanish in accordance with the aims of the school and the MFL department.

Main Duties:

In harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, to contribute to the ethos of the school, in the curriculum, in working practices and in relationships with staff and pupils. You will be expected:

- To support the policies, procedures and processes laid down in the Staff Handbook and as directed by the Governing Body and the Senior Management of the school.
- To teach Spanish across the age and ability range of the school under the direction of the Curriculum Leader for MFL.
- To plan, prepare and teach pupils assigned to you according to their educational needs and to mark appropriate written work.
- To ensure a disciplined working environment conducive to pupils achieving their full potential.
- To keep abreast of current thinking and research in the teaching of Spanish.

- To assess, record and report on the development, progress and attainment of the pupils assigned to you in accordance with school policy.
- To assist in the planning, preparation and evaluation of schemes of work.
- To assist in the general organisation of resources within the MFL department as might be required.
- To organise and be involved in a range of extra-curricular activities.
- To undertake supervisory duties as required by school policy.
- To undertake in-service training as appropriate.

All teachers at Maricourt have a definite pastoral role and are teachers of children and not just teachers of a subject.

- To contribute to the pastoral life of the school as directed by the Senior Management.
- To co-operate with Pupil Progress leaders towards strategies designed to help motivate pupils.
- To communicate relevant information to pupils.
- To promote the moral and ethical outlook of the school in all dealings with pupils.
- To show all pupils a caring disposition that goes beyond the narrowly academic through firmness tempered with patience, friendliness and understanding.
- To act as Form Tutor.
- To attend general staff meetings, departmental meetings, parents' evenings, school services, Masses and functions as required.
- To attend and support award ceremonies for pupils, both past and present.

General:

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject

to the current conditions of employment in the School Teachers' Pay and Conditions document as they relate to Assistant Headteachers.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

Prepared by:	Name	Mrs T Hatton
	Designation	Headteacher
	Date	October 2023