

# THE FRANCES BARDSLEY ACADEMY FOR GIRLS

JOB TITLE:  
STATUS:  
GRADE:  
RESPONSIBLE TO:

**CLASSROOM TEACHER**  
PERMANENT, FULL TIME  
MPR/UPR  
HEADTEACHER, HEAD OF DEPARTMENT

## JOB PARTICULARS

- To teach Spanish across the 11 – 18 age range as required by the Head of Department
- To participate in the development of appropriate syllabuses, materials and schemes of work.
- To mark and assess students' work
- To carry out the duties of a form tutor
- To support the ethos of the school

## DUTIES AND RESPONSIBILITIES

- To use a variety of teaching and learning styles in order to ensure differentiation
- To ensure that all students have access to the curriculum
- To ensure the academic progression and development of all students
- To keep up to date records showing plans, schemes of work and progress of classes
- To set homework regularly in accordance with the timetable
- To attend departmental meetings to discuss curriculum and school issues
- To prepare stimulating materials for teaching
- To keep a record of student attendance at lessons
- To collect in work completed by students and to mark in accordance with departmental policy
- To record marks in a way agreed by the department and in accordance with school policy
- To return books to pupils properly marked with constructive criticism
- To assess work as required by the National Curriculum orders
- To recommend placement in ability groups to recommend to HOD movement between groups
- To ensure the effective implementation of whole school ARR policies, prepare individual student and group reports and analyse and report on summative data
- To ensure that statutory requirements, e.g. in relation to health and safety with regard to students' work
- To demonstrate and encourage high standards of professionalism
- To demonstrate high levels of professionalism in the accurate completion of the administration needs of the role, meeting all deadlines
- To take responsibility for the fabric and furnishing of your teaching area
- To use resources effectively
- To assist with the delivery of extra-curricular activities
- To consistently support and implement the whole school behaviour policy

General

- To undertake such other duties and responsibilities of an equivalent nature, as defined by line management from time-to-time, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms
- To Perform any other task deemed reasonable by the Headteacher

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_/\_\_/\_\_

I acknowledge that I have seen and received a copy of the job description

Signed: \_\_\_\_\_ (Classroom Teacher) Date: \_\_/\_\_/\_\_