



GORDONSTOUN

Broader experiences, broader minds



TEACHERS' JOB DESCRIPTION

FIXED TERM CONTRACT FROM 14 APRIL 2020 TO 30 JUNE 2020

Outline

Gordonstoun is seeking a dynamic, enthusiastic and innovative Teacher of Spanish to join the friendly, cohesive and hard-working Modern Languages department. The ability to teach Spanish to GCSE and A Level standard is essential and experience of delivering Key Stage 3 would be desirable. You will be someone who can enthuse students and promote the importance of Spanish to the young people of Gordonstoun, in order to help them gain formal qualifications and aid them in taking their place as twenty-first century international citizens. An interest in running trips abroad would be very welcome. All candidates should be registered or eligible for registration with the General Teaching Council for Scotland, as this is a condition of employment. You should also be experienced at preparing A-Level classes for speaking exams.

Spanish at Gordonstoun

Within the Languages Department, the Teacher of Spanish is responsible for the schemes of work and teaching this subject from Year 9 to A-Level. This includes teaching literature and films in this language. Additionally, international students can sit GCSE and A-Level exams in their native language and therefore, our Spanish specialist prepares and conducts those examinations for a number of native speakers each year. This involves timetabled contact time when they have the opportunity to work on specific skills and components of the courses. The Department has its own resources area for languages and laptops are available for students within the department. The classrooms are wirelessly networked and all have Smartboards. The school library also houses selected foreign newspapers and magazines. The Spanish classrooms are equipped with all necessary resources and have their own storage space in the Spanish office.

Background

Teaching and Learning are the central activities in the School and all teaching staff play a key role in pursuing the highest standards of teaching and learning in their subject in line with the cultural ethos and mission statement of the School. This job description below outlines the responsibilities of the post of Teacher of Spanish within the Languages Department. It is intended to be a helpful document which gives as clear a guide as possible, not only to assist a colleague by acting as a checklist, but also to make other staff aware of what their colleague's responsibilities are.

Main Activities of the Teacher of Spanish

Curriculum:

- To establish and make explicit the aims and objectives of the Spanish Department and to help to evaluate and develop curricula to meet these objectives, within the Languages department.
- To plan and teach excellent lessons.
- Build good relationships with all students.
- Be a leading classroom practitioner with a proven track record of success.
- Mark and assess student work regularly.
- To teach Spanish at GCSE and A Level, especially the new courses.
- To teach Spanish literature and films at A-Level.
- Conduct GCSE and A-Level Spanish Speaking Examinations.
- Needs to be committed to strategies to improve teaching and learning.
- Develop the skills of learners to equip them for the 21st century.
- To ensure that appropriate differentiation of the curriculum is made to meet the needs of all levels of pupil ability.
- To promote teaching and learning styles which stimulate pupil interest and involvement in learning.

- To keep up with developments in Languages and Spanish teaching through attending appropriate INSET, including use of ICT in the classroom.
- Coordinate Spanish native speakers' preparation for GCSE and A-Level examinations and to conduct those examinations (please note that timetabled lessons are included for this element of the post)

Contribution within the Languages Department:

- Good organisational and management skills, as the main person responsible for the Spanish department and examinations
- Be an exemplary teacher and to demonstrate excellent teaching skills and to be a practitioner of good practice.
- To inspire students and to provide enthusiasm in this curriculum area.
- To promote the subject beyond the classroom e.g. extra-curricular activities, trips and wall displays.
- To provide counselling for and liaison with higher education in conjunction with the careers department.
- To promote cross curricular co-operation.
- To offer clinics and support students outside lesson time.
- Ability to contribute to the development of strategies to improve teaching and learning, particularly of the new GCSE and A-Level curriculum

Students:

- To establish appropriately high levels of expectation of pupils at all Key Stages by setting down clear guidelines for establishing good standards of behaviour and achievement, including the careful presentation of work and the care of books and equipment.
- To follow and to contribute to the Languages Department procedures for the monitoring and recording of student progress.
- To ensure the reporting policy is followed.
- To adhere to the school's assessment, reporting and recording framework and to ensure that the agreed policy of the Languages Department is followed by members of the team including the consistent awarding of Merits across the Department.
- To prepare students for external examinations which involve internal assessment and external moderation and to provide marks arising from these assessments to HoDs and HoS.
- To participate in internal moderation of external examination components which are assessed internally and moderated externally, within the Languages Department.
- Help with the assessment of sitting of internal exams where appropriate.

Resources and accommodation

- To enhance the learning environment through the effective display of students work and other materials and through care of the environment.

Whole School Responsibilities:

- To further the tone and purpose of the School by example.
- To foster and support activities in the interests of the school community.
- To be a member of school committees and working parties as appropriate

Community Responsibilities:

- To ensure effective dialogue with parents in accordance with school policies
- To foster our relationship with feeder schools and higher education institutions
- To liaise with external agencies and employers as necessary
- To develop our relationship with other schools
- To write reports on individual students on their progress in Spanish in accordance with the school reporting policies and timetables

Safeguarding children

- The post holder has a responsibility for promoting and safeguarding the welfare of children and young people

- This includes children that they are responsible for and come in contact with. The post holder must adhere to and ensure compliance with the school's Child Protection Policy and Procedures at all times.

ADDITIONAL RESPONSIBILITIES OF A FULL-TIME MEMBER OF STAFF

1. To help cover short term absence of staff.
2. To assist with the invigilation of exams.
3. To help supervise sessions, such as Form Supervisors at the start of term, required for the organisation and smooth running of the academic curriculum.
4. To participate in the weekly Activity and Service programme of the school as arranged by the DHC.
5. To participate in the staffing of any additional curricular activities and events, as required by the DHC. For example expeditions, team fixtures, rehearsals etc.
6. Unless occupying another position of pastoral responsibility to act as a Tutor in one of the boarding houses (see separate job description), as arranged by the Deputy Head Pastoral.
7. To assist with school duties as required which will include:
Joining one of the School Duty Teams
The General Duty rota
The Leave Out Duty rota
The start/end of term Travel rota
8. To take a full part in the life of the School beyond the classroom, including regular attendance at school functions.
9. To attend morning chapel at least twice a week.
10. To perform whatever additional duties may reasonably be required by the School.

Conditions:

The salary will be at an appropriate point on the Gordonstoun salary scale

Teaching staff are eligible for membership of the Scottish Teachers Superannuation Scheme

These notes are for general information only and the appointment will be subject to signature of formal conditions of employment. Candidates wishing to be considered for this post should complete the school's application form and submit a letter of application outlining why they feel they are suitable candidates for this post to the Headmaster via an email to recruitment@gordonstoun.org.uk