



## Notre Dame High School Job Description

*Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<b>Job Title</b>	Teacher of Spanish
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<b>Salary</b>	Teachers' Pay range
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<b>Purpose of the Job</b>	To ensure that each pupil is encouraged to achieve their potential.
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<b>Responsible To</b>	Head of Department
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<b>Responsible For</b>	N/A
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<b>Level of Contact with Children &amp; Degree of Responsibility</b>	Level of Contact with Children	<b>High</b>
	Degree of Responsibility for Children	<b>High</b>

<b>Conditions of Employment</b>	<p>The conditions of employment for teachers are defined in the current School Teachers' Pay and Conditions Document.</p> <p>The postholder will be expected to undertake duties in line with the professional standards for qualified teachers.</p> <p>The postholder will also be expected to endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.</p>
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**Primary Responsibilities:**

Under the general direction of the Head of Department includes:

- a) To contribute to the teaching of the school, in particular Social Sciences;
- b) To participate in the development of appropriate syllabuses, materials and schemes of work;
- c) To contribute to the implementation of the departmental development plan

**Additional Specific Responsibilities:**

- a) To be a Form Tutor to an assigned Form Group and to carry out related duties in including:-
  - i) Distributing and recording receipt of letters, timetables and information relating to exams;
  - ii) Ensuring that students understand the arrangements for their exams and direct any problems to the Examinations Manager.
- b) In consultation with the post holder, the Headteacher may request a person takes on a specific responsibility as the school develops and / or the need arises.

**General Duties**

- a) To share responsibility both for personal continuing professional development (CPD) and for contributing to the CPD of others;
- b) To carry out a share of supervisory duties in accordance with published schedules;
- c) To participate in appropriate meetings with colleagues and parents relative to the above duties;
- d) To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors;
- e) To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.