

# Visiting Teacher of Languages

## Spanish



WYCOMBE  
ABBAY

### Job Description

---

**Aim:** To work closely with the Co-ordinator of Visiting Language Teachers in order to promote the subject throughout the School community and create a framework within which pupils can enjoy an active pursuit of Modern Languages at all levels.

**Reports to:** Co-ordinator of Visiting Language Teachers.  
Ultimately all staff report to the Headmistress.

### Keys areas of responsibility:

- Teach pupils, ranging from complete beginners to those with a higher competency, offering encouragement, support and guidance as necessary.
- Follow guidelines and procedures as set out in the Visiting Modern Language Teachers' Handbook.
- Prepare pupils for GCSE examinations when required.
- Assess, record and report as required on the development, progress and attainment of pupils. (Reporting is required termly for parents and annually for UCAS reports where necessary).
- Promote the general progress and well-being of any pupil.
- Act in the professional manner of a school teacher, maintaining good order and discipline among pupils and safeguarding their health and safety, both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

### PERSON SPECIFICATION

#### Specialist knowledge and experience

- Able to speak and write fluently and accurately in Spanish and English in order to communicate effectively with teachers, colleagues and pupils.
- Experienced in the delivery of informative and well-structured language lessons.
- Up-to-date knowledge of, and interest in, Spanish culture and current affairs.
- Confident IT skills in order to access school system for email communication, report writing and maintain awareness of school events. Ability and willingness to undertake training in any relevant IT platforms (e.g. Microsoft Teams for remote learning).

#### Desirable

- Experience of teaching a foreign language to young people.
- Knowledge of the British education system and the requirements of GCSE examinations.

### **Relating to others**

- Able to quickly build rapport and easily establish effective and supportive relationships with young people and colleagues.

### **Organisation**

- Ability to organise and manage own time effectively so lessons are prepared and planned appropriately and delivered within relevant timescales. Able to use initiative to ensure deadlines are adhered to.

### **Reliability**

- Able to follow directions and respect policies and procedures.

### **Pupil Focus**

- Able to demonstrate commitment to pupils, to work hard to meet their needs and look after their academic interests.

### **Resilient**

- Able to remain calm and self-controlled under pressure. Able to keep difficulties in perspective.

### **Special conditions**

- Post holder will be subject to an enhanced criminal records check.

### **Child Protection Statement**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

**The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.**

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.