

Job description & Person Specification – August 2020

Middle and Upper School Spanish Teacher

The Acorn School is an independent, co-educational school which provides an invigorating, quality education for pupils from 7 to 18 years of age. The diverse curriculum integrates creative and physical activities with academic studies to form a unique, threefold structure designed to support and engage students throughout the various stages of their development.

Last academic year the school was rated ‘Good’ across all categories in its most recent Ofsted inspection (published March 4th 2019). Ofsted recognised being a teacher at The Acorn School as a rewarding experience:

“Teachers share a love and enjoyment of learning. Lessons often include art, songs, literature and reading as various ways to engage pupils and develop a broad range of knowledge as well as to spark an interest. Pupils respond accordingly and delight in the different activities.” Ofsted, 2019

Main responsibilities of the post:

1. To teach Spanish in an interesting and dynamic way to pupils of mixed ability in classes 7, 8 and our Upper School, aged 12 – 17.
2. To prepare for and deliver internal assessments, including associated marking and report writing.
3. To take overall responsibility for the class’s Spanish development:
 - a) supervising, managing and assessing the pupils
 - b) liaising with colleagues and parents
 - c) record keeping and report writing in accordance with statutory and school requirements
4. To undertake appropriate preparation, study and training as necessary both for the effective delivery of the lessons/curriculum and to advance the school's ethos and objectives
5. To work towards developing Spanish in the Upper School.
6. To attend meetings with staff, students and/or parents that concern the Spanish teacher.
7. To support the school's ethos, principles and objectives
8. To be aware of the school's policies and procedures and to support their implementation

Working hours and remuneration:

Location:	The Acorn School, Nailsworth
Hours:	4-6 teaching hours per week plus additional time which is required for preparation, assessment and other duties required to carry out your full involvement in the school.
Contract:	Permanent
Payment terms:	This position is part time and the teacher should invoice the school for hours worked and will be responsible for their own tax and national insurance contributions.
Rate:	Hourly rate dependent on experience.
Leave:	Due to the nature of the post, holidays cannot be taken during term time.
Probationary period:	2 terms



The Acorn School

Person specification

Specification	Essential	Desirable
Qualifications		
Teaching qualification and/or relevant teaching experience	✓	
Spanish qualification		✓
Enhanced DBS disclosure (will be applied for by the school)	✓	
First Aid training		✓
Safeguarding training		✓
Skills		
Good knowledge of teaching Spanish to school-age students.		✓
Ability to teach to A-level equivalent standard in Spanish	✓	
Ability to inform and enthuse mixed ability students in the specified age range	✓	
Ability to teach varied abilities within one class	✓	
Excellent team-worker	✓	
Excellent communication skills	✓	
Excellent record keeping skills	✓	
Basic ICT skills including word processing and email		✓
Ability to work with confidential information and maintain high levels of confidentiality	✓	
Awareness of health & safety requirements		✓
Work Experience		
Teaching 14-18 year olds	✓	
Teaching in small groups		✓
Liaising with parents	✓	
Working in a team	✓	
Working with confidential information	✓	
Behaviors/Characteristic		
Punctual and reliable	✓	
Desire to assist in the further development of the Acorn Upper School	✓	



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Desire to assist in the development of the school as a whole	✓	
Desire to assist in the development of the Spanish curriculum	✓	
Desire to continue to learn and develop as a teacher	✓	
Interest in education and understanding of the aims and objectives of Acorn education	✓	
Willingness to develop the ability to talk knowledgeably to prospective parents about the education and the school	✓	

Essential application information

The Acorn School is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Candidates must be suitable to work with children and will be expected to undertake an advanced Criminal Records Bureau disclosure.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.