



JOB DESCRIPTION

Job Title:	Head of Spanish
Leadership responsibility point:	TLR 2
Overall Purpose:	<p>To provide a high quality educational experience for all pupils and to raise standards of pupil attainment and achievement.</p> <p>To provide subject leadership and management to secure high quality teaching and learning for all.</p>
Key Accountabilities:	<ul style="list-style-type: none"> • Provide a strategic vision for Spanish. • Develop department policy on teaching for learning to monitor its implementation and evaluate its effectiveness. • Raise standards of pupil attainment and achievement within the department and to monitor and support pupil progress. • Develop a broad, balanced, relevant and inclusive curriculum. • Ensure that appropriate schemes of learning, including related assessment processes, are innovative, of a high quality and regularly reviewed in line with school policy. • Promote a collegiate approach so that staff work effectively as a team, with clearly defined leadership responsibility for post holders. • Monitor teachers' classroom practice and pupils' work, to ensure standards are high at all times and department and school policy is being followed. • Manage and deploy teaching/support staff, financial and physical resources within the department. • Ensure that strong professional development is a feature of departmental meetings. • Evaluate implementation of assessment policy and ensure its functionality in assessing pupil progress.
Key Tasks	<ul style="list-style-type: none"> • To ensure the smooth day-to-day running of Spanish. • To keep up to date with national developments in Spanish, teaching practice and methodology. • To ensure the delivery of an appropriate, comprehensive, high quality curriculum programme. • To ensure that pupils are entered for appropriate examinations. • To identify, agree and enhance the personal and professional development and training needs of other linguists via the Appraisal Process. • To strengthen knowledge and skills of all departmental members in line with new curriculum expectations. • To ensure that an environment conducive to learning is established in the departmental classrooms that allows for effective teaching and learning. • To establish practices that support colleagues in behaviour management and to act as a positive role model in their implementation. • To work with Special Needs staff to maximise achievement for pupils with Special Educational Needs. • To check that appropriate work has been set for classes when teachers are absent. • To monitor pupil performance data in Spanish and to ensure that appropriate intervention strategies that raise overall standards are implemented.

	<ul style="list-style-type: none">• To report to the Governors and LMT on departmental examination performance, including progress.• To collaborate with the Subject Leaders of German and French in leading departmental meetings and gained time to develop the skills and teamwork of the team.• To observe classroom practice.• To provide information to the designated Line Manager of the school's LMT team on departmental success and areas for development.• To have immediate responsibility for supervising the work of any ECT or trainee teacher.• To be aware of the induction procedures for ECTs and liaise closely with the Induction Tutor on the progress of ECTs.• To ensure the implementation of school policies within the department.• To organise or oversee the organisation of curriculum enrichment visits as appropriate and ensuring appropriate risk assessment completion.• To ensure that Health and Safety policies and practices, including risk assessments are in line with national requirements and are updated where necessary, liaising with the school's Health and Safety Officer.
Generic responsibilities:	<ul style="list-style-type: none">• Responsibilities carried by all teachers in the school comply with the School Teachers Pay and Conditions (published annually).• Catholic College (CES) contractual obligations outline expectations regarding support for the school's ethos.• Expectations regarding the role for all Subject Leaders are contained within the School Handbook.• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document and the national Teacher Standards.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.