



DEPTFORD GREEN SCHOOL
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French and Spanish Teacher

Specific Areas of responsibility and key tasks:

- To teach Spanish at KS3 and KS4 (up to KS5 desirable)
- To teach French at KS3 (minimum)
- To lead and support the teaching of Spanish at KS3-KS4
 - Development and teaching of Spanish schemes of work
 - Development and review of assignments and assessments
 - Monitoring and improving the effectiveness of teaching and learning in Spanish
 - Monitoring and reviewing student progress
 - Securing the best outcomes for all students
- To coordinate and organise internal assessments, moderation and examinations for Spanish and liaise with HoD to coordinate assessments in French and Spanish
- To deputise for the HoD in her absence or when required e.g.
 - Attending internal and external meetings
 - Representing the department in internal meetings
 - Leading Department meetings
- To assist with and/or lead trips abroad
- To assist the HoD in developing whole-department policies
- To promote Spanish through whole-school activities to encourage students to choose the language at GCSE
- To prepare Spanish native speaker students to complete their Spanish GCSE