



Westcliff High School
for Boys

JOB DESCRIPTION

HEAD OF SPANISH

INTRODUCTION

The Spanish Department aims to provide outstanding teaching in what is the second most-widely spoken language worldwide, while instilling an appreciation for the rich cultural heritage and diversity within the Hispanic world. Spanish has been introduced as a new subject at Westcliff High School for Boys (WHSB) five years ago. We have had consistently good results in Key Stage 3 and our GCSE course is a very popular choice for our pupils. In September 2018, we hope to start our first year of Advanced Level study.

The Department offers a variety of additional clubs which pupils can attend, aimed at supporting those in need or extending the highly able pupils. We have a particularly effective mentoring scheme, in which Years 10 and 11 pupils mentor those in the Lower School. Pupils in Years 7 and 8 also participate in various competitions, such as the *Spelling Bee* and Translation competition organised by various local schools. Further to this, we organise a range of activities for Enrichment Days and The European Day of Languages. Last year, we took a small group of GCSE pupils to Barcelona and we hope to establish a Spanish Exchange programme in the near future.

ACCOMMODATION AND FACILITIES

The Spanish Department is well-equipped. In both Key Stage 3 and 4, we work with a textbook and online resources. Pupils are also offered the opportunity to buy a grammar workbook which accompanies the textbook. The Modern Foreign Language Department houses six spacious classrooms (one of which is a newly equipped language laboratory). There are whiteboards, projectors and speakers in all classrooms. All staff are trained in the use of the language laboratory, to use it effectively to support Teaching & Learning.

CURRICULUM

The curriculum incorporates contexts familiar to pupils in their everyday lives and teaches them the vocabulary that they need to communicate with young Spanish people of their own age on topics that interest them. They are introduced to the everyday life and the culture of Spain and other Spanish-speaking countries, encouraging intercultural understanding. At the same time, we ensure pupils are taught the language learning skills and strategies that they need to become independent language learners.

In KS3 and KS4, we use *Viva!* (Pearson). Teachers are also able to use *Active Teach*, which provides an easy-to-use and exciting technology, designed to add dynamism and engagement to whole-class teaching. From Year 7 onwards, we use a range of extra materials and assessments to introduce, consolidate and extend pupils' understanding of the new GCSE 9-1 specification.

The AQA GCSE 9-1 Curriculum builds upon the work that has been completed in Years 7-9, both consolidating as well as extending it in order to enable pupils to achieve the very highest grades.

The majority of the course is covered in Year 10 and the aim is to finish the course content by the February of Year 11, allowing sufficient time for revision in preparation for their public examination.

EXAMINATION RESULTS

This is the first year of Spanish GCSE at WHSB; however, the GCSE results in the other Modern Foreign Languages are significantly above the national average and we expect the same in Spanish.

Spanish Advanced Level will commence for the first time in September 2018, with a large number of internal and external students already showing an interest.

DEPARTMENTAL STAFF

The Modern Languages Department consists of six full-time and two part-time specialist teachers of French, German and Spanish. Most of our colleagues, some of them native speakers, in Modern Languages teach across two Languages. The successful candidate will teach Spanish to Advanced and Oxbridge Entrance Level and a second language to at least Key Stage 3.

The successful candidate will have oversight of the Spanish Department, including our Spanish Foreign Language Assistant, and will monitor teaching, assessment, reporting and standards across the Language, therefore some experience of managing staff is desirable. Within the Modern Languages Department, the successful candidate will work alongside the Head of German and the Head of French.

JOB DESCRIPTION

POSITION: Head of Spanish

TLR: 2B (currently £4,444)

Line of Responsibility:

The Head of Spanish is responsible to the Head of Modern Foreign Languages

Line Management:

The Head of Spanish is responsible for appraising (as appropriate) and line managing the work of the Spanish Department.

Job Content: / Core Responsibilities:

The Head of Spanish is

- 1 to provide for the Department guidance, advice and leadership on:
 - aims and objectives
 - Schemes of Work (which shall reflect the values the School seeks to inculcate)
 - teaching methods
 - Assessment, Recording and Reporting
 - the classroom environment
 - differentiationand to ensure that these matters are the focus of regular departmental discussion.
- 2 to determine, in consultation with the Head of Modern Foreign Languages, the choice of syllabus, Examination Board and course structure.
- 3 to manage the Department's staff and contribute to the School's Appraisal arrangements, in particular to monitor standards of teaching and assessment in the Department, to make recommendations on INSET, and to seek to achieve targets on examination results set out in the Departmental Development Plan.
- 4 to manage the Department's resources, human and material, and to have regard to the quality of teaching materials both purchased and internally prepared. This will also involve recommending suitable library acquisitions.
- 5 to ensure that the Department has in place arrangements to provide for the needs of pupils of differing abilities, including the most able and those who are within the School's Special Educational Needs provision.
- 6 to organize pupils into groups, to recommend the allocation of staff and to contribute to the appointment and induction of new staff. To be conscious of ways in which the engagement of others from outside School might enrich our curricular provision and to ensure the appropriate incorporation of such elements.

- 7 to ensure that members of the Department use information on prior pupil attainment in planning their teaching of particular groups and that the Department respects and follows the School's procedures for pupil tracking and target setting to enhance performance.
- 8 to monitor academic standards within the Department, to maintain pupil records, to identify difficulties with individual pupils and to generate solutions, to ensure that all report data is in SIMS and has been checked by published deadlines.
- 9 to ensure, through the use of departmental INSET time, that members of the Department are familiar with School and other relevant curriculum documentation and are responsive as well to relevant national developments and initiatives bearing on the work of the Department.
- 10 to motivate members of the Department and to give them the opportunity to contribute to policy. To maintain a record of matters discussed at meetings and to make a copy available for the Head of Modern Foreign Languages and the Headmaster.
- 11 to be responsible for the preparation and updating of coursework guidelines (if relevant) at GCSE and Advanced Level and to ensure that coursework submitted across the Department meets an appropriate standard.
- 12 to ensure that, within the Department, one member of staff has responsibility for the effective use of ICT and to ensure that that use promotes Teaching & Learning in accordance with whole-school policy.
- 13 to have a familiarity with the School's Policy on Health & Safety (H&S), to direct colleagues in the Department on H&S issues and to draw to the attention of the Facilities Manager any departmental matters covering H&S requiring attention.
- 14 to have overall responsibility for quality of displays in departmental teaching rooms and to ensure that arrangements are in place (using the designated Teaching Assistant) for the periodic changing of departmental display materials.
- 15 to contribute as requested to whole-school initiatives such as the Year 7 and Sixth Form Induction Courses.
- 16 to promote the Department in the School's wider agenda, e.g. via the website, *The Westcliff Diary* and through participation in the School's Outreach programmes.
- 17 to produce each year, according to agreed schedules, a written review of the Department's work, covering public examination results; Teaching & Learning in Years 7-13; staff development; departmental extra-curricular activity; departmental resources; and progress made towards meeting targets laid down in the School Development Plan.
- 18 to undertake such other duties, from time to time, as the Head of Modern Foreign Languages or the Headmaster may reasonably request.

CONDITIONS OF EMPLOYMENT




- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- To uphold the School's policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification at any time after consultation with the postholder.
- All staff members are required to participate in the School's Appraisal Scheme.



Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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