



JOB DESCRIPTION - HEAD OF SPANISH

THE SCHOOL

Hurstpierpoint College is a successful independent school, and a significant medium-sized enterprise in mid-Sussex with around 400 employees and a turnover of some £20 million pa. It is both a stimulating and a pleasant place in which to work.

The College is one of the most successful independent schools in Sussex. It is co-educational and comprises a Senior School, Preparatory School, and Pre Prep with just over 1,100 pupils in all. Over half the pupils in the Senior School are boarders (weekly or part-time).

The Headmaster and Senior Leadership Team are responsible for the day-to-day management of the College, with the Head as Chief Executive.

MODERN LANGUAGES FACULTY

The French and Spanish Departments are located in the Modern Languages corridor within a modern purpose built classroom block equipped with interactive whiteboards and ICT. The French and Spanish Departments are well staffed and there is an excellent working relationship between the two departments, with foreign language assistants providing extra speaking classes to supplement the normal timetable.

Spanish has grown significantly in popularity in recent years and the department has an active and enthusiastic approach to language learning. The Spanish department runs an annual trip to Spain, such as the Year 11 visit to Valladolid taking place over Half Term.

In the Prep School the vast majority of pupils study both French and Spanish. In the Senior School, all students have the choice of studying one or two languages from a choice of French and Spanish and the significant majority of pupils opt to study at least one language. The CIE IGCSE specification is followed in both French and Spanish, both achieving around 75% A*-A grades at GCSE in recent years.

The Role (Head of Spanish)

The primary role of the Head of Department is to lead and manage their department in such a way as to ensure that all pupils and members of department are positively encouraged to develop their potential to the full. The HoD is responsible for the quality of teaching and learning in their department. The successful candidate may, in time, take on the role of Head of Modern Languages.

Reporting

To the Deputy Head (Academic)

Committees

HoDs

Primary responsibilities of Head of Spanish

- Hold regular Departmental Meetings to review progress and give any assistance needed to implement the department's programme. These meetings should ensure that there is effective communication and a unified sense of purpose within the department.
- To oversee the provision of, sharing of and quality assurance of standardised departmental teaching resources.
- Review and revise the curriculum for their subject to cater for the needs and abilities of students and teachers in their department.
- Produce and implement a Departmental Marking Policy to ensure that pupil assessment is both regular and thorough and that full records of work done by members of the department and pupils are kept.
- Liaise and advise colleagues in the Prep School to ensure that there is a continuity of curriculum through the age ranges.
- To oversee the development and updating of SOWs
- Lead and monitor the departmental marking policy
- Monitor the quality of teaching and learning in the department via discussion of teaching strategies, reviewing of lesson planning, lesson observations,
- Scrutiny of resources and marking;
- Set and monitor Challenge Grades and academic progress for all pupils taught in the department.
- Enrich the learning to foster the academic ethos throughout the School. This may include organising events such as extracurricular visits, creating societies, foreign exchanges, field trips, Oxbridge lessons etc.
- Identify the professional development needs of staff in the department and liaise with the Director of Professional Development to ensure that necessary staff training is identified and implemented.
- Subject mentor any PGCE/GTP/NQT trainees in the department.
- Communicate with the Learning Support and Examinations office to ensure that all extra learning needs are being addressed in and outside of the classroom.
- Represent the department in all matters within the School including attendance at HoDs' meetings;
- Be present in the college on the day of GCSE and A level results
- Give presentations at Next Step and Sixth Form choices morning, open mornings etc
- Be in communication with parents when necessary to monitor the learning of individual students;
- Fulfil any examination and assessment administration including external exam and coursework entry forms;
- Organise the setting and marking of internal exams;
- Organise the setting and marking of CE and Scholarship papers;
- Contribute subject specific information to the GCSE and A-level options booklets;
- Produce a Departmental Handbook
- Maintain up-to-date Programme of Study and Schemes of Work. This will take account of, where appropriate, the requirements of the National Curriculum at Key Stage 4. The HoD should make sure that it is collated appropriately.
- Produce an annual report and a development plan with specific reference to examination results.
- Liaise with other departments, pupils, the Deputy Head (Academic) and the Director of Academic Administration, on all matters concerned with the timetable, curriculum and setting arrangements; Liaise with department staff, parents, tutors, Library staff, and the Head of Senior School as required;

- Supervise the work of Support Staff e.g the language assistants and monitor items relating to the safety of pupils and staff;
- Ensure that the departmental stock and equipment is well cared for and economically used. Keep the department within its budget, advising the Deputy Head (Academic) of equipment requirements and producing annual accounts to the Bursar where necessary.

Additional responsibilities

These will depend upon the skills and interests of the person appointed but will include a requirement to participate in the school's tutorial system, being attached to a house, and to contribute to the programme of sporting, cultural and extra-curricular activities.

The school has its own salary scale and there are additional allowances for Housemasters and Housemistresses, Heads of Department and a number of other posts of responsibility. Lunches and refreshments are provided free and many of the College facilities are open to staff and their families during the holidays as well as in term-time.

Accommodation may be available and further information about Hurstpierpoint College may be found in the Independent School's Year Book and on the website at www.hppc.co.uk.

APPLICATION PROCEDURE

A covering letter, curriculum vitae and application form, including the names, addresses, telephone numbers and email addresses of three referees, should be addressed to the Headmaster and sent to Head of School Administration, sue.steele@hppc.co.uk

Electronic applications are welcomed and additional postal applications need not be made. Shortlisted candidates will be expected to teach part of a one hour lesson. The Head of Senior School, Mr Dominic Mott, is happy to answer subject related enquiries (dominic.mott@hppc.co.uk)

The closing date for applications is **Friday 2nd March** and interviews will take place very shortly after. It should be noted that shortlisted candidates should bring with them the following:

- Degree / PGCE certificates
- Two forms of identification (e.g. passport/driving licence)

T J Manly
Headmaster
January 2018