

Harris Academy Wimbledon



Deputy Director of Spanish

MPS—UPS (Inner London) + TLR 2.2 + £1,500 Harris Allowance + Performance and Loyalty Bonus + Pension Scheme (TPS) + Harris Wellbeing Cash Plan + Additional Benefits

Start date: September 2025

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 3962 4300 or

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

Dear Applicant,

We are an ‘*Outstanding*’ (Ofsted 2023) secondary academy, established in 2018 to provide an excellent education for children in Wimbledon.

Two years after opening, we moved into our brand-new building which is modern, bright and equipped with state-of-the-art facilities in every area of the curriculum. We are oversubscribed and fortunate to have an amazing level of support from the community with waiting lists for entry into every year group of our academy.

Our academy is an exceptional place to learn, providing an ambitious but happy and inclusive environment. We have high expectations of our students of all starting points and abilities. We know that our students will leave us academically successful, but we also want them to be well-rounded individuals with a highly developed social conscience, ready to lead in their communities and beyond. Our motto is ‘*make a difference*’ and our students and staff give nothing except their very best in pursuit of making a difference to their lives and the lives of others around them.

Three words are crucial to how we guide students to be able to ‘*make a difference*’: independence, integrity and resilience.

Independence means we support students to develop their skills and attributes, so they have everything they need to succeed. We set challenging targets and raise aspirations so every single one of our students reaches their potential.

Integrity means staff and students must be fair and truthful and have the courage to take the right action in every situation, even when no-one is looking.

Resilience means we give students the tools to recover from difficulties. We show students how taking risks and making mistakes is all part of the learning journey. We also show students how hard work brings success, and support them to persevere with all challenges.

We are looking for a hardworking, ambitious and dynamic Deputy Director of Spanish to join Harris Academy Wimbledon at this exciting time. The Deputy Director of Spanish will be a well-qualified specialist, holding QTS (or equivalent) and a relevant undergraduate degree, you will have the ability to teach from KS3 to KS5.

There is a great deal of collaborative working and sharing of good ideas about what works within secondary academies at Harris. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.

I look forward to receiving your application.

Yours sincerely,



Joanne Larizadeh
Principal



Job Description

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Purpose

- To deputise for the Director of Spanish.
- To be accountable for student progress and development throughout an agreed key stage in the subject area including meeting student achievement targets which are agreed by the Principal and the Governing Body.
- To assist the Director of Spanish to ensure high standards of teaching and learning across the subject area through continuously, developing and enhancing the quality of teaching and learning.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in the agreed key stage, in accordance with the academy aims and policies, as determined by the Principal and Governing Body.
- To ensure that all academy policies and procedures are implemented and applied consistently by all staff in the subject area.
- To assist the Director of Spanish to effectively and efficiently manage and deploy teaching/support staff, financial and physical resources across the subject area.
- To assist the Director of Spanish to lead development for literacy, through the WORD strategy, within subject areas, to raise standards of Literacy across the academy.

Operational/Strategic Planning

- To assist the Director of Spanish on rigorous self-evaluation and review of subject area performance, recording outcomes with evidence in a focused, precise and evaluative manner in the Subject area self-evaluation form (SSEF) which will feed into the whole academy self-evaluation form (SEF).
- To assist the Director of Spanish to formulate, in conjunction with the subject team, an annual subject improvement plan (SIP) which supports the academy improvement plan (AIP)
- To lead on the development of appropriate syllabuses, resources, schemes of work, marking and assessment policies and teaching and learning strategies, that are innovative, will motivate students to learn and raise achievement across the subject area.
- To assist the Director of Spanish by contributing to the formulation of and subsequently the monitoring evaluation and review of the subject improvement plan.
- To use information from personal learning plans and assessment data to formulate a raising achievement plan for teachers across the subject area. To ensure that the work in subject area fully reflects the academy's distinctive ethos and mission.
- To assist the Director of Spanish to foster and oversee the application of Literacy and ICT in the subject area, including the development of materials.
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the subject area are in-line with national requirements and are updated where necessary, therefore liaising with the academy's Health and Safety Manager.

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Curriculum

- To ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum that has high expectations of achievement for all students.
- To lead development of science and its delivery, reviewing it regularly in the light of academy and national policies, as well as the impact on achievement.
- To be responsible for the selection of appropriate examination syllabuses, ensuring coverage and providing the examination secretary with accurate and appropriate information when requested.
- To be responsible for the development of the More Able Learners programme.
- To be responsible for a comprehensive enrichment and extra curricular programme.

Staff Development: Recruitment and Deployment of Staff

- To assist the Director of Spanish to build an effective team of motivated teaching and support staff who share the academy vision of high achievement for all students.
- To assist the Director of Spanish to induct, guide and support all staff in the subject areas, ensuring training needs are met, in liaison with the Vice Principal with responsibility for professional learning.
- To assist the Director of Spanish in the line management of staff in the subject area, in line with the academy performance management policy.
- To assist the Director of Spanish to monitor the efficient and effective deployment of the department's support staff and contribute to their performance management process.
- To assist the Director of Spanish in the day to day management of all teaching and support staff in the subject area and to act as a positive role model.
- To make appropriate arrangements for classes when staff are absent.
- In liaison with the Vice Principal responsible for Professional Learning, ensuring staff training needs are met

Quality Assurance

- To ensure that challenging targets for achievement are set, communicated to staff and students and that all staff work positively towards reaching them
- To work with the subject team to monitor and evaluate the work of the subject area, in line with agreed academy procedures, including evaluation against quality standards and performance criteria.
- To be accountable for ensuring rigorous and effective systems of self-evaluation and review are carried out in line with school policy and that information collected through the process is used to make changes that will impact positively on student achievement

Management of Information

- To assist the Director of Spanish to ensure the input and maintenance of accurate student data and information as requested and in line with the academy assessment policy.
- To make use of analysis and evaluate performance data provided in comparison with academy, local and national performance.
- To identify and take appropriate action on issues arising from evaluation of data, setting

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deadlines where necessary and reviewing progress on the action taken.

- To assist the Director of Spanish to produce reports on student progress and attainment within the quality assurance cycle for the subject area, including for governors when requested.

Communications

- To ensure all members of staff are familiar with the aims, objectives and policies of the school and the subject area.
- Ensure effective communication/consultation as appropriate with the parents/carers of students.
- To attend meetings as appropriate
- To communicate with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external agencies as appropriate.
- To organise regular subject area meetings and to ensure that the interests of the subject area are represented at appropriate meetings.
- To arrange details for internal and external examinations, ensuring clear communication to parents and students.

Marketing and Liaison

- To contribute to the academy liaison and marketing activities.
- To lead development of effective subject links with partner schools and the community, attending where necessary events in partner schools
- To ensure the effective promotion of the subject at open days/evenings and other events.

Management of Resources

- To manage the available resources of space, staff, delegated budget and equipment effectively within the policies and procedures laid down by the academy.
- To work with the Academy Leadership Group to ensure that the subject areas teaching commitments are effectively and efficiently time-tabled and roomed.
- To ensure the academy health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary.

Teaching

- To undertake an appropriate programme of teaching as directed by the Principal.
- To plan and prepare courses and lessons in line with Academy policy.
- To contribute to the whole academy's planning activities.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.

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- To prepare and update subject materials.
- To ensure effective and efficient deployment of classroom support.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To lead in the development of appropriate syllabuses, resources, schemes of work, Assessment for Learning, Behaviour for Learning policies and implementation of strategies for raising achievement the subject area.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student

Pastoral System

- To be a form tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the form tutor group as a whole.
- To liaise with the Vice Principal to ensure the implementation of the academy's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.
- To evaluate and monitor the progress of students and keep up to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with
- the appropriate staff.
- To contribute to the Human and Life skills curriculum according to academy policy.

Other Specific Duties

- To contribute to the Academy's enrichment and extra-curricular programme.

Academy Ethos

- Undertake whole Academy duties as outlined in responsibilities agreed each year.
- Monitor and support the overall progress and development of students as a teacher.
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.

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- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

Disclaimer

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018)
4. Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Attributes	Essential	Desirable
Knowledge and Experience	- Graduate. - Qualified Teacher. - Teaching experience is essential. - Understanding of theory and practice of effective teaching and learning. - Knowledge of National curriculum requirements at KS3, KS4 and KS5. - Understanding of the importance of having high expectations for all students, both of behaviour and academic achievement. - Understanding of inclusive provision and practices, which offer equality of access to the curriculum for all students, including special educational needs, English as an additional language and high achievers. - Knowledge and experience of writing lesson plans, developing resources and assessing students work. - Understanding the importance of being a Tutor.	Experience in multi-ethnic urban schools. Experience of working in an 11-18 school.
Skills & Abilities	- The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff. - Good level of ICT skills. - The ability to create a motivating and safe learning environment for all students. - The ability to communicate positively with parents/carers and where appropriate outside agencies in a way that facilitates effective links between home and school. - Good communication skills both writing and speaking. - Ability to lead and manage own work effectively and take responsibility for own professional development. - Ability to carry out the job description. - Excellent time management skills and the ability to prioritise and meet deadlines under pressure. - Ability to motivate students and raise their aspirations through a range of strategies e.g. assessment for learning.	Ability to use ICT inc. an interactive whiteboard innovatively
Personal Qualities	- Enthusiasm for and commitment to the achievement of the academy's overall vision for success at all levels. - Willingness to work hard, flexible, adaptable, results orientated and able to prioritise, resilient under pressure. - Awareness of and commitment to equal opportunities and valuing diversity. - To command and demand respect from the school community. - A commitment to "personalising learning" for all students in the academy. - Creativity and enthusiasm to promote a positive school image to the local and national community.	



An exceptional place
to learn and teach



- 'Outstanding' (Ofsted 2023) secondary academy
- Brand-new building with state-of-the-art facilities
- Oversubscribed with waiting lists for entry into every year group
- We value our exceptionally dedicated and talented staff whose hard work enables our students to leave us academically successful, and as well-rounded individuals
- Our motto is '**make a difference**' and our students and staff give nothing except their very best in pursuit of making a difference to their lives and the lives of others around them

A dynamic, inclusive and supportive team

Harris Academy Wimbledon is the perfect place to kickstart your teaching career or build on your expertise and progress into leadership. We offer a unique and dynamic teacher-centred approach to professional development comprised of five pathways:



1 Instructional Coaching

Weekly
Peer-to-peer
coaching for
all teachers



2 Professional Development

Bi-weekly
From 'expert
coaches' and
external providers



3 Beginner Teacher Training

Weekly
Instructional
coaching &
Federation CPD



4 Subject-specific CPD

Weekly
Responsive
to department
priorities



5 Formal Accreditation

Ongoing
NPQs, Diverse
Leaders Programme,
part-funded masters

At HAWI we really take care of our staff



Performance & loyalty bonus



£1.5K HAWI allowance



Competitive pension



Cycle to work scheme



Interest-free ICT loan



Gym & leisure discounts



Comprehensive induction



Free counselling & advice



Flexible working



Priority admissions for
children of HAWI staff



Interest-free season
ticket loan



Sports and
social activities

For a confidential discussion about this post with the Principal,
more information or to arrange a visit, please contact the school
on

0203 962 4300 or info@harriswimbledon.org.uk

Thank you for your interest in our school. We look forward to
receiving your application.

If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk

