**HEAD OF SPANISH**

**JOB DESCRIPTION**

**Salary:** TLR 2b - £4,663.00 per annum

**Purpose:**

* To provide effective leadership and management of Spanish in order to ensure continued growth in student uptake, outstanding student progress and to develop the extensive range of extracurricular opportunities available to students.
* To teach Latin at Key Stage 3.

**Key Responsibilities:**

**Spanish**

* Work with the HoF to evaluate and optimise the quality of teaching and learning within Spanish based on analysis of available data and observation of lessons where appropriate; take responsibility for any necessary change and improvement.
* Develop, implement and review high quality schemes of work and resources in Spanish for all key stages, which promote the spontaneous use of the target language, a thorough understanding of relevant grammar and appreciation of context and culture where relevant. These should be designed to be compliant with the requirements of current GCSE and A-Level syllabi.
* Be proactive in working to raise the profile of Spanish across the school.
* Support, promote and develop the range of extra-curricular activities offered by the department.
* Model and seek opportunities to share examples of outstanding classroom practice.
* Develop, implement and review meaningful assessment and homework tasks in Spanish at all key stages.
* Take specific responsibility for leading, managing, co-ordinating and monitoring the impact of academic interventions in Spanish at all key stages for students who are identified as underperforming or needing additional support and in particular raising standards for key groups.
* Keep up to date with national developments in teaching practice and methodology in Spanish.
* Take a leading role in promoting, managing and being responsible for high standards of student behaviour in Spanish lessons.
* Evaluating the effectiveness of teaching and learning, the subject curriculum, student progress and staff performance in order to inform future priorities for the faculty.

**Latin**

* To teach Latin to students at KS3 (and/or KS4 if possible).
* To be or be willing to become familiar with the Cambridge Latin Course and its methodology.

**General**

* Carry out any other reasonable task not specified by this description.

**MAIN SCALE TEACHER**

**JOB DESCRIPTION**

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, the highest standards of achievement for all students and the promotion of students’ personal development and well-being. A subject teacher plays a key part in this provision by a commitment to the school’s ethos, by working effectively in subject and pastoral teams and by delivering high standards of teaching and learning. In this way, s/he assists the school in reaching its targets and objectives.

# JOB PURPOSE

To teach students across the full age and ability range present in the school in order to ensure the highest possible standards of student achievement, personal development and well-being.

# REPORTING

The post holder will report to the relevant Head of Faculty/Department and Year Co-ordinator.

# WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers’ Pay and Conditions Document.

# ACCOUNTABILITIES

1. To be committed to and to promote the school’s vision, aims, objectives and values.
2. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
3. To maintain and contribute to the development of school policies.  
   Within school and subject policies, to:  
   ⦁ effectively teach National and School Curricula within the school’s Teaching and Learning  
    Policy  
   ⦁ set appropriate homework  
   ⦁ mark work, assess, record, track and report student progress, using available data  
   ⦁ provide a stimulating learning environment  
   ⦁ have due regard for maintaining health and safety and security in the areas s/he uses.
4. To be a member of a pastoral team and, if required, a form tutor, carrying out the associated responsibilities.
5. To assist with the effective operation of subject and year teams by, individually and with others:  
   ⦁ developing schemes of work, resources, teaching and learning strategies,  
   ⦁ contributing to team review, monitoring and evaluation and the development of working  
    practices,  
   ⦁ participating in working groups, ad hoc projects,  
   ⦁ taking part in other professional development activities,  
   ⦁ attending meetings as necessary.

### Other Specific Duties

1. To undertake any other duty as specified by the School Teachers’ Pay and Conditions Document not mentioned in the above.
2. To comply with any reasonable request from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.