
Job Title: Head of Spanish

TRUST IN LEARNING ACADEMIES BRISTOL
JOB DESCRIPTION

Place of work: Bridge Learning Campus

Job Title: Head of Spanish

Job Level/scale: MPS/UPS Plus TLR 2b

Responsible to: Assistant Headteacher

Job Purpose:

To maintain clear vision, purpose and high expectations, focused on securing the highest standards of students' achievement, personal development and wellbeing.

To raise standards of student attainment and achievement in Spanish.

To monitor and support all students' progress across the department and be accountable for that progress.

To support, develop and evaluate the quality of teaching within the department in order to raise standards and secure student outcomes that meet campus expectations.

To ensure the provision of an appropriate, relevant and differentiated curriculum for students studying within the department.

To be accountable for leading, managing, deploying and developing the teaching and support staff of the curriculum area;

Accountability for the effective use of financial and physical resources.

Duties:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Generic responsibilities:

- All members of staff at Bridge Learning Campus have a collective responsibility for securing the vision of the Campus and the benefits of all-through and inclusive education
- All members of staff have a responsibility for helping to develop and secure continued improvement for the campus as a whole.
- To play a full part in the life of the Campus community, to support its distinctive vision & ethos and to encourage staff/students to follow this

Part 1: Leadership responsibilities

Responsibility for:	To include:
1. Leadership of department	<ul style="list-style-type: none">• To coordinate and lead the effective implementation of a modern, appropriate and engaging curriculum and continually evaluate this curriculum in order to reflect the rapidly changing world of work and the strengths of the

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	<p>pupils/students</p> <ul style="list-style-type: none">• Establish and embed a team ethos and a culture of innovation and continuous improvement• Ensure that there is continuity of progression in your departmental areas by understanding all through learning and need• To ensure knowledge of developments in the subject and current understanding of how pupils/students learn most effectively is personally maintained and disseminated to other teachers• To liaise with senior staff in order to ensure appropriate response is made to curriculum development and initiatives at national, regional and local levels
2. Quality Assurance and Assessment	<ul style="list-style-type: none">• To monitor, evaluate and report on the effectiveness of practice in the department, especially related to examination entry and performance (including the use of value added data) and with regard to the implementation of Campus Policies• To agree/set and vigorously support the achievement of student progress targets in order to make a contribution to whole Campus targets ensuring the effective use of performance data• To promote and monitor, within the department, school policies related to issues of literacy, numeracy, oracy, culture capital and the use of ICT; homework; lesson planning; record keeping and matters of health and safety (including the maintenance of inspiring teaching environments)
3. Strategic Planning	<ul style="list-style-type: none">• To work with colleagues to formulate, monitor and evaluate the departments strategic development plan ensuring that it contributes towards the overall Campus Improvement Plan• To support the Senior staff in meeting whole Campus• priorities and in realising the Campus's shared vision• To ensure that all colleagues know and understand the key Campus targets and the part

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	<p>they play in achieving these</p> <ul style="list-style-type: none">• To take an active role within the Head of Department forum in order to ensure that the department makes a full contribution to the education of all students in the context of the Campus Improvement Plan and whole Campus developments/policies
Leading Staff	<ul style="list-style-type: none">• To ensure effective day to day management of the curriculum including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences for effective continuation of pupils/students' learning• To support and assist colleagues to ensure that they understand and are actively implementing the key aspects of the Campus's behaviour policy• To undertake appraisal reviews ensuring that there is a clear focus on teaching and learning and student progress; that staff development needs are identified and appropriate programmes investigated and planned• To take appropriate action in order to build and maintain effective teamwork within the department through the establishment of good communication systems, the encouragement of the sharing of good practice, innovative use of meeting and training times• To ensure that teaching groups are organised so that the interests of all students are best met and in which individuals are encouraged to perform at the highest possible level• To work effectively with the Campus SENCos in order to ensure that appropriate systems and support mechanisms are used to maximise the achievement of all students• To ensure that teachers are aware of the needs of all pupils and groups and to make provision for this in their planning.

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	<p>To use frequent, regular and well-structured meetings to support this</p> <ul style="list-style-type: none">• Manage the department's budget, ensuring its effective use to impact upon student outcomes• Safeguard the wellbeing of students within the department in lessons, at unstructured times and during visits• Safeguard the well-being of all staff within the department, giving due consideration at all times to colleagues' workload
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Part 2: Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

1. Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - a) Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - b) Showing tolerance of and respect for the rights of others
 - c) Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - d) Ensuring that personal beliefs are not expressed in ways which exploit students/pupils' vulnerability or might lead them to break the law.
2. Teachers must have proper and professional regard for the ethos, policies and practices of the campus in which they teach, and maintain high standards in their own attendance and punctuality.
3. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Additional Duties

Any other duty deemed reasonable, as directed by the Headteacher/Associate Headteacher.

Review of Performance

The Appraisal Cycle will focus on the post holders' job as whole and particular responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

Code of Conduct

The campus expects all staff to ensure that their standards of conduct are, at all times, compliant with the Bridge Learning Campus Code of Conduct.

Generic Responsibilities

All members of staff at Bridge Learning Campus have a collective responsibility for securing the vision of the Campus and the benefits of all-through and inclusive education

All members of staff have a responsibility for helping to develop and secure continued improvement for their 'school' or phase of education

To play a full part in the life of the Campus community, to support its distinctive vision and ethos and to encourage staff/**students to follow this**

- To follow all Campus policies
- To work in a co-operative and polite manner with all stakeholders.
- To work with Students in a courteous, positive, caring and responsible manner at all times
- To follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised
- To be polite, cooperative and positive when communicating to other staff
- To take an active and positive role in the campus's commitment to the development of staff, and their annual appraisal procedures
- To work with visitors to the campus in such a way that it enhances the reputation of BLC
- To seek to improve the quality of the Campus's service
- To present oneself in a professional way that is consistent with the values and expectations to the campus.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task undertaken may not be specified.

Date of Job Description:

Signed:..... (Head of Department)