

Job title: Head of Primary Spanish

Mission: To develop Spanish within the School to ensure that all students have access to high quality curricular and extra-curricular opportunities.

KPIs	Values	Functions	Skills
<ul style="list-style-type: none"> Observations Student survey data Staff survey data Parent survey data 	<ul style="list-style-type: none"> Care Curiosity Success Internationalism 	<p>1.As a teacher:</p> <ul style="list-style-type: none"> Teach Spanish to KS1 and KS2 using a topic based approach. To model and deliver outstanding practice in own subject area in an innovative and inspirational manner. To have high expectations of all students and to track progress based on relevant data, observations and a wide range of assessments. To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work. To assess students' work in line with school policies and procedures referring to student performance targets. <p>2. Head of Department</p> <ul style="list-style-type: none"> Lead the collaborative planning and development of the Spanish curriculum. Lead professional development conversations and appraise staff within the department, dealing with under performance in your team if required. Lead department meetings, promoting the sharing of good practice. Oversee the department's report writing, ensuring standardisation and accuracy. Manage the Primary Spanish budget, being in charge of inventory and requisition forms. <p>3. Other responsibilities</p> <ul style="list-style-type: none"> To continue personal development and participate in the school's staff development programme. To engage actively with the school's performance management programme. To attend staff meetings, open evenings, and parents' evenings. To attend morning briefings. 	<ul style="list-style-type: none"> Team work Positivity Accountability Strong communication skills Work ethic Ability to build positive relationships with others Willingness to reflect, listen to constructive criticism and improve Leadership Strong organisational skills Ability to speak English is essential

Profile:

- University graduate and qualified with relevant teaching degree.
- British curriculum experience would be desirable. Experience of a topic based approach to planning will be essential.
- Would suit someone looking for their first leadership role.

Hierarchical dependency:

- Direct Report: Assistant Principal

Safeguarding Responsibilities

"Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks, to the maximum extent permitted by law will be undertaken before any appointment is confirmed"

Signed: Name (Print): Date: