



# Fulham SCHOOL

## SPANISH SUBJECT LEAD

### JOB DESCRIPTION

**Reports to:** Head of French/Modern Languages, Deputy Head Academic

#### **Role Summary**

Spanish has been offered to pupils in year 7 as an option from September 2019. The Spanish Subject Lead will be responsible for developing the curriculum across all year groups in the Prep School.

The successful candidate will:

- Work alongside the Head of Modern Languages to set up and develop a Spanish curriculum for Year 7 & 8.
- Lead and deliver an outstanding Spanish programme for pupils who choose the language from Year 7, ensuring the highest standards of teaching and learning are achieved.
- Instil a passion for learning, with a dynamic and imaginative approach to teaching and the management of the Spanish curriculum.

#### **Main duties and responsibilities**

In addition to the general professional duties of all teaching staff the Lead Teacher's role includes:

- Establishing, reviewing regularly and revising where necessary the curriculum for each year group
- Devising schemes of work
- Co-ordinating, setting and marking internal examinations as required
- Setting of pupils into appropriate classes dependent on ability
- Assessing, recording and reporting on the development and attainment of pupils
- Managing the departmental budget, planning and controlling expenditure
- Overseeing the resources of the department, ordering and controlling materials and equipment
- Ensuring the effective display of student work within the general school environment
- Attending academic meetings as requested by the Deputy Head Academic
- Collaborating with other disciplines, especially the French department, to produce joint schemes of work and to ensure opportunities for cross-curricular learning are at the highest possible level



# Fulham

## SCHOOL

- Extending the teaching of and the appreciation of Spanish beyond the classroom with a programme of trips and visiting speakers
- Providing information about the teaching of Spanish to current and prospective parents
- Managing differentiation effectively: ensuring pupils across the ability range have the opportunity and challenge to fulfil their potential
- Being up-to-date with developments in subject teaching and working with Heads of Department to ensure best practice is being delivered