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| TRIN    \\TCHS-SVR-FILE1\UserData$\Staff\rosullivan\Desktop\brentwood image.png  **TRINITY CATHOLIC HIGH SCHOOL**  **(Science and Sports College)**  ***Chair of Governors: Mrs S Musiu***  **Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA**  **Teacher in Charge of Spanish**  **Job Description**  **1. Responsible for Staffing**  a) Assist HOD with monitoring of record keeping, lesson plans, and marking of Spanish department.  b) Carry out exercise book/folder audits for KS4 and KS5 Spanish on a half-termly basis.  c) Complete cross-department exercise book audits at KS4 with the French department as required.  d) Take an active role in leading the Spanish Department regarding the delivery of the curriculum.  e) Monitor teaching and learning in the department through lesson observations and learning walks.  f) Carry out planner checks as required.  g) Liaise with the Spanish Assistant concerning timetable, resources, attendance and other issues.  h) Complete Performance Management of Spanish teachers as requested by HOD.  i) Keep HOD informed of all staffing and exam matters for Spanish.  **2. Responsible for courses**  a) Responsible for monitoring Spanish teaching and learning and tracking pupil progress at KS3, KS4 and KS5.  b) Responsible for exam analysis at KS4 and KS5.  c) Update Spanish Schemes of Work at KS3, KS4 and KS5.  d) Monitor and develop A-Level and GCSE courses and resources.  e) Ensure that all staff in the Spanish Department are fully familiar with the new GCSE and A-Level courses.  f) Responsible for preparing students for and conducting the Spanish oral exams at A-Level.  g) Set work for classes of absent staff where need arises.  h) Research new courses and resources for Spanish.  i) Co-ordinate and supervise Spanish department at Open Evenings.  j) Monitor KS5 student attendance at language sessions with the Language Assistant. Organise for letters to be sent to parents in the case of cause for concern.  k) Advise HOD and notify parents on any cause for concerns at KS5 including attendance, effort and standard of work.  l) Monitor students that are underachieving in Spanish at KS4 and KS5.  **3. Responsible for resources**  a) Liaise with HOD regarding stock requirements for Spanish at all Key Stages.  b) Update material and resources for KS4 and KS5 Spanish.  c) Coordinate Spanish department to develop resources to extend Gifted and Talented students.  **4. Responsible for liaison**  a) Represent the department at Key Stage Co-ordinator meetings as required and feedback to the department during department meetings.  b) Liaise with HOD on GCSE and A-Level courses.  c) Liaise with KS3 Coordinator on promoting languages at KS3/4.  d) Liaise with KS3 Coordinator on KS3 curriculum.  e) Submit post-holder reports as required.  f) Undertake duties as required by HOD. |