



Hazelwick School

A Converter Academy

JOB TITLE: Head of Spanish

RESPONSIBLE TO: SLT Line Manager

SALARY RANGE: TLR 2b

Overall purpose of the role is to:

- lead the teachers and other staff in the department
- ensure that successful teaching and learning takes place
- plan and co-ordinate the delivery of a challenging and engaging curriculum that meets the needs of all learners and matches the expectations of the National Curriculum and appropriate exam requirements
- be committed to inclusive education
- promote and safeguard the welfare of children and young people at Hazelwick School

Responsibilities will include:

- co-ordinating and leading regular team meetings that promote a shared commitment for improvement
- keeping up to date with national developments in the subject area, teaching practice and methodology
- ensuring the curriculum is inclusive whilst retaining opportunities for enrichment
- reviewing pupil performance and monitoring current progress
- reviewing and monitoring the performance of staff
- mentoring of NQTs in the subject area where necessary
- providing quality control measures that monitor the quality of teaching and learning
- helping to ensure continuity and progression in teaching through the use of appropriate methodology, agreed schemes of work and the setting of learning objectives
- overseeing planning that provides an appropriate level of challenge and uses homework to support learning
- to take responsibility for the management of learning, people and resources in a Key Stage
- overseeing the co-ordination and management of exams, assessment and moderation at Key Stage 3, 4 and post 16 (if applicable)
- supporting and motivating individual staff through identifying and meeting training needs
- maintaining an overview of the school self review process; ensuring that appropriate action and evidence are taken to support the school self review
- completing an annual audit that analyses performance and identifies developmental priorities and targets; taking appropriate action and reviewing progress;
- a good knowledge of 'Raise Online' and 'ALPs' in order to identify targets / trends
- supporting educational priorities through careful financial planning and the use of appropriate resources
- mentoring PGCEs/NQTs in the subject area where necessary
- ensuring that departmental staff adhere to school policies and practice
- applying and monitoring those aspects of the school's health and safety policy which apply to the subject area
- contributing to other areas of management as directed by the Headteacher

Safeguarding:

Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role and all staff must have read and be fully aware of the Child Protection Policy.

Other Requirements:

- maintain confidentiality at all times
- to be aware of and adhere to all School policies and procedures

The Head of Spanish will carry out such other comparable duties as may be required

Last updated March 2019