**Job Title: 2nd in Spanish**

**Scale: MPS/UPS TLR 2B**

**Responsible to: Head of Spanish**

**VISION AND PURPOSE:** To be accountable for the learning and achievement of students in Spanish and deliver an appropriately broad, balanced and adapted curriculum for students whilst supporting the development of the department as appropriate

**Main Duties:**

* To work alongside the Head of Department to raise standards of student attainment and achievement and to monitor and support student progress.
* To be accountable for student progress and development.
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and adapted curriculum, in accordance with the aims of the academy and the curriculum policies determined by the Governing Body and Principal.
* To be accountable for leading, managing and developing the subject area.
* To deputise for the Head of department where necessary.

**Operational/ Strategic Planning**

* To support the Head of Department in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
* To assist in monitoring and following up student progress.
* To implement Academy Policies and Procedures.
* To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
* To support the Head of Department in ensuring that health and safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager / relevant staff.
* To be a member of the appropriate academy management structures/meetings, and take a corporate responsibility for the leadership of the Academy.

**Curriculum Provision:**

* To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the Academy Improvement Plan/Academy Evaluation.
* To be accountable for the development and delivery of a specific aspect of the curriculum.
* To contribute and support the vision and aims of the department.

**Curriculum Development:**

* To support curriculum development for the curriculum area.
* To keep up to date with national developments in the subject area and teaching practice and methodology.
* To actively monitor and respond to curriculum development and initiatives at national, regional, local and academy level.

**Staffing:**

* To work with the Head of Department to support staff development needs.
* To undertake performance management reviews and to act as reviewer for a group of staff within the area.
* To support the Head of Department in making appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Manager/relevant staff to secure appropriate cover within the Department.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To participate in the Academy’s training programmes as appropriate.
* To support the day-to-day management of staff within the Department and act as a positive role model.

**Quality Assurance: (in liaison with line manager)**

* To support the effective operation of quality control systems.
* To support and contribute to common standards of practice within the Department.
* To contribute to the Academy procedures for lesson observation.
* To support Academy quality assurance procedures and to ensure adherence to those within the Department.
* To support monitoring and evaluation of the curriculum area/Department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required.

**Management Information:**

* To make use of analysis and evaluate performance data provided.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
* To produce reports within the quality assurance cycle for the department.
* To support the Head of Department to provide the Governing Body with relevant information relating to the Department’s performance and development.

**Performance Management**

Participating in the Academy’s arrangements for performance management, professional development and the Academy’s arrangements for quality assurance and internal verification.

**In addition to the above requirements, all staff are required to promote the ethos of the Academy by:**

* Being strong leaders in their own right with pupils of all attainment levels.
* Being a positive leader of the Academy ethos, demonstrating a “can-do” solution focussed mentality.
* Being a strong presence wherever they are in the Academy.
* Modelling high standards in expectations and practice.
* Following Academy policy and promoting policy in all areas and at all times.
* Dealing immediately with any problems they observe.
* Being positive and proactive in seeking solutions to problems and in planning ahead.
* Constantly looking for ways to improve and innovate in education.
* Seeking the highest standards possible and sharing with others.

**Notes**

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

The job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.