



Head of Spanish Job Description

Job Purpose:

In addition to those professional responsibilities common to all teachers in the school, the subject leader is responsible for the leadership and management of teaching and learning within the Spanish department and is required to work closely and strategically with the Head of Modern Foreign Languages.

Key Responsibilities

- Establish and lead the strategic development of the subject area consistent with the SDP
- Secure and sustain effective learning for pupils through leading the well-planned and organised teaching within the Spanish Department, including the professional development of staff.
- To teach and demonstrate good practice across the 11-18 age range.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils in Spanish.
- Work collaboratively with the MFL Leadership Team (Head of MFL and Head of French) to ensure coverage of the National Curriculum at KS3, KS4 and Post 16 and develop teaching and learning strategies that challenge and engage all students.
- Lead, manage and support staff and pupils within the subject areas to sustain motivation and commitment to high standards of learning and care.
- To monitor and be accountable for standards of pupil attainment and achievement within Spanish and to support pupil progress.
- Organise the efficient record keeping of pupil attainment.
- Plan and be accountable for the effective deployment of allocated resources to secure high quality learning experiences.
- To act as line manager to the Spanish staff and performance manage some of them, as agreed with the Headteacher.
- Oversee the induction of new staff to the department.
- To play a full part in the life of the school community by supporting the school aim, ethos, policies, procedures and routines.
- To draft and monitor department progress through the writing of Dashboards and strategic plans.
- Ensure effective communication/consultation with pupils and parents.
- Advise the Head Teacher and Governors of suitable developments for the effective teaching in or management of the Spanish department.
- To work with the Head of MFL to set an appropriate calendar of assessment, including the planning, delivery and assessment where necessary of speaking examinations.
- Report to line manager in accordance with school procedures.

This job description will be reviewed annually.

OPGS is committed to the safeguarding of all members of the school community