

# Job Description

**Job title: Head of Spanish**

**Salary: Teachers Pay Scale (plus TLR 2b £5024.00)**

**Start Date: September 2023 or sooner by agreement**

**Contract Type: Full Time**

**Contract Term: Permanent**

**This Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.**

## Job purpose

As a Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the Academy's ethos, policies and practices, under the direction of the Principal.

### Head of Spanish Responsibilities

- Act as a role model and lead professional for members of the team.
- Manage and conduct appropriate monitoring and evaluation procedures, including lesson observations, to ensure high standards of teaching and learning.
- Maintain a positive climate for learning based on high expectations of students and their potential.
- Take appropriate steps to support staff in developing their teaching practice including the organisation and delivery of appropriate training, advice and coaching activities.
- Use and apply data effectively to ensure student progress is monitored against targets and prompt action is taken to address any concerns.
- Ensure that marking and assessment procedures are followed consistently by all members of the team, in line with school and department policy, including the application of assessment for learning processes and techniques.
- Plan and review schemes of work which incorporate all statutory requirements and which demonstrate the use of appropriate and varied teaching and learning strategies.
- Ensure that the needs of all students are known and met effectively, including students with learning and behavioural needs.
- Use appropriate strategies and support mechanisms to meet the needs of the students.
- Develop opportunities for enhancing the curriculum experience for students including the provision of booster classes and other extension activities.
- Monitor and review the range of curriculum options and opportunities offered to students and advise on and manage the introduction of new provision where appropriate.

### 1. Teaching

- 1.1. Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the Academy's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.
- 1.2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
- 1.3. Set and mark work to be carried out by the student in the Academy and elsewhere.
- 1.4. Participate in arrangements for preparing students for external examinations.

## **2. Whole school organisation, strategy and development**

- 2.1. Contribute to the development, implementation and evaluation of the Academy's policies, practices and procedures in such a way as to support the Academy's values and vision.
- 2.2. Work with others on curriculum and/or student development to secure co-ordinated outcomes.
- 2.3. Supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

## **3. Health, safety and discipline**

- 3.1. Promote the safety and well-being of pupils in accordance with the Academy's Child Protection and other relevant policies.
- 3.2. Maintain good order and discipline among students in accordance with the Academy behaviour policy.

## **4. Management of staff and resources**

- 4.1. Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3. Deploy resources delegated to you in accordance with Academy policies.

## **5. Professional development**

- 5.1. Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2. Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

## **6. Communication**

- 6.1. Communicate with students, parents and carers in accordance with the Academy ethos, policies and practice.

## **7. Working with colleagues and other relevant professionals**

- 7.1. Collaborate and work with colleagues and other relevant professionals within and beyond the Academy.
- 7.2. Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the Academy, which require the exercise of your professional skills and judgment.

## **8. Fulfil wider professional responsibilities**

- 8.1. Make a positive contribution to the wider life and ethos of the Academy.

## **9. Upper Pay Range Accountabilities**

- 9.1. Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- 9.2. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 9.3. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- 9.4. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 9.5. Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Scale teacher.
- 9.6. Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- 9.7. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

- 9.8. Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.
- 9.9. Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

This job description and related documents provides the standards and framework for Performance Management Objectives for a Teacher which will be set under the Academy's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be specific, measurable, achievable, realistic and time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the Academy's plans for improving the Academy's educational provision and performance and improving the educational opportunities of students at our Academy.

# Person specification

## Qualifications

- a) QTS (Qualified Teacher Status)
- b) Degree in relevant subject area being taught

## Knowledge, skills and experience

- a) A Good/Outstanding teacher with excellent subject knowledge and an ability to use a range of teaching learning strategies effectively
- b) Strong awareness of the strategies available for improving the learning & achievement of high, middle and low-attaining students
- c) A good understanding of curriculum developments in the specific subject area
- d) A confident & competent user of ICT
- e) Able to use student level data to raise standards
- f) Able to communicate both orally & in writing to students, their parents and the wider community

## Personal attributes

The successful candidate will have:

- a) Absolute commitment to ensuring the best outcomes for SWB Academy students
- b) Enthusiasm and a highly positive outlook
- c) The ability to work independently and collaboratively as a member of a team
- d) A willingness to take on or try new approaches & ideas
- e) A positive attitude towards professional development and their own learning
- f) Reliability, resilience, honesty and integrity
- g) Good personal organisation skills
- h) Self-motivation and demonstration high ambition and drive, having and expecting the highest standards, be determined to succeed