**THE ELMS ACADEMY JOB DESCRIPTION**

**POST**: Head of Spanish

**SCALE:** Leadership and Management Band

**JOB PURPOSE:** To lead and manage curriculum, teaching and learning, attainment and staff development in the Spanish department within The Elms Academy

**ACCOUNTABLE TO:** Member of the Senior Leadership Team

**RESPONSIBLE FOR:** Quality of teaching and attainment and progress of students in Years 11-13 in Spanish

**PROFESSIONAL OVERSIGHT OF:** Any staff who have specific or related responsibility for any of the areas listed below who are not directly line managed by the Head of Spanish

Within the academy’s overall aims and policies, the Head of Spanish will have the following specific responsibilities within the identified area:

**Professional responsibilities:**

1. To be accountable for students’ attainment, progress and outcomes.
2. To strive for teaching and learning to be consistently excellent and to monitor and evaluate the quality of teaching across the department, feeding key priorities into department meetings.
3. To develop a cohesive curriculum, which is well sequenced, relevant and engaging.
4. To ensure needs of all pupils within the curriculum area are met.
5. To co-ordinate and record the assessment of student progress in line with academy policy.
6. To provide support to staff in order to promote consistently good teaching, classroom management and professional development.
7. To regularly mark, assess, record and report on the attendance, progress, personal development and attainment of students and give written/verbal feedback as required.
8. To participate in arrangements for preparing students for public examinations, including targeted revision programmes and assessing students for examination purposes.
9. To communicate effectively with parents/carers about students’ progress and achievements, discussing appropriate targets and encouraging them to support their children’s learning, behaviour and progress.

**Teaching & Learning**

1. To role model best practice through consistently exemplary teaching and an ‘open door’ policy.
2. To lead in the development of curriculum planning, appropriate resources, schemes of work, marking policies and teaching strategies in Spanish
3. To lead on the process of monitoring and evaluation of Spanish in line with agreed academy procedures, including evaluation against quality standards and performance criteria. To seek / implement modification and improvement where required.
4. To contribute to the development of effective subject links with external agencies.
5. To be a tutor to an assigned group of students, promoting the well-being of individual students and of the tutor group.
6. To teach students, according to their educational needs, including the setting and marking of work.
7. To lead on the process of the ordering and allocation of equipment and material in Spanish
8. To ensure that ICT, literacy and numeracy opportunities within the curriculum are maximised and high standards in these areas are prompted.

**Performance Development and Review**

1. To take part in the academy’s staff development programme by participating in arrangements for further training and professional development.
2. To continue personal development in the relevant areas, including subject knowledge and teaching methods.
3. To actively engage in the Performance Development and Review process and effectively act as a reviewer for teachers in the Spanish department.

**Academy Policy**

1. To follow agreed policies for communication in the academy.
2. To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
3. To attend directed time meetings.
4. To apply the behaviour management systems so that effective learning can take place.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.

We are an inclusive academy and strive to inspire our community to be the best that it can be. It is our aim to be outstanding in all that we do.

**We take the safeguarding of students and staff seriously at The Elms Academy. All staff are expected to support this ethos.**

**September 2024**

**PERSON SPECIFICATION**

**Job Title: ULT Main Pay Scale/ Upper Threshold (as appropriate)**

**Qualifications**

* + - 1. Qualified Teacher Status with subject specialism(s) related to the area of responsibility
      2. Ability to teach across the full 11-18 age range
      3. Evidence of relevant post-graduate training related to management and/or education
      4. Appropriate in-service training/CPD
      5. Coaching and/or mentor training and experience

**Experience**

Highly effective classroom practitioner

Proved ability to share outstanding practice with colleagues

Excellent classroom management skills

Involvement in shaping and implementing the vision of a department; developing and implementing departmental policy and practice; curriculum development

Evidence of active involvement in school-wide provision or initiatives

**Professional knowledge & understanding**

* + - 1. Knowledge of recent curriculum developments and opportunities in the subject
      2. Ability to articulate characteristics of effective teaching and learning with evidence of good practice
      3. Understanding and experience of raising attainment strategies and improvement planning at a departmental level
      4. The ability to use data to evaluate student performance and take effective action on the basis of this data
      5. Excellent communication and organisational skills
      6. A passion for the subject and a desire to promote learning
      7. Able to express a vision for subject development
      8. Able to use new technologies in the teaching of the subject

**Leadership & personal qualities**

Has a passion and energy for their work and that of the school

Is committed to an ethos of high standards, personal fulfilment and academic success

Leads positively by example and models the vision

Has a capacity to inspire through their love of teaching

Has a genuine commitment to equal opportunities and inclusion

Ability to be proactive and show initiative, energy, enthusiasm, commitment and resilience

**Management skills**

* + - 1. Strong interpersonal skills and proven positive relationships with students, staff and parents, and other members of the school community
      2. An ability to plan time effectively and meet required deadlines
      3. An understanding of accountability