

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Head of Spanish</b>
<b>Academy:</b>	<b>Excelsior Academy</b>
<b>Reporting to:</b>	<b>School Principal</b>
<b>Salary/Pay range:</b>	<b>L7</b>
<b>Hours of work:</b>	<b>Full Time</b>

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### **Purpose of Job**

This post offers an experienced and suitably qualified teacher the opportunity to lead, manage and administer a successful, exciting and thriving curriculum area. This is an excellent opportunity for a proven and ambitious leader with a track record of raising and maintaining standards. As a Head of Spanish, you will have the opportunity to advance your leadership and managerial skills in an All Through Academy which encourages and supports leadership development at all levels.

### **Main Duties and Responsibilities**

- In addition to those professional responsibilities which are common to all teachers in the Academy, the post holder's key accountabilities will be for leading, managing and supervising teaching, learning and outcomes in Spanish, and coordinating programmes to support the development and ongoing success of the subject area and students.
- The post holder has an important duty to promote and safeguard the welfare of all students and, in doing so, follow the policies and procedures of the Academy.
- The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

### **Making a positive impact on the progress of students within Spanish**

- To ensure that students experience an educational programme that is personalised to their particular needs and is identified through a robust assessment system.
- To raise standards of student achievement within the Key Stages, with a willingness to accept appropriate levels of responsibility and accountability for student outcomes.
- To lead in the monitoring and evaluation of the quality of teaching and learning within the area and holding staff to account for their performance.
- To ensure that teaching and learning within Spanish is of a consistently high standard and provides challenge, engagement and excitement.
- To ensure that performance data is used effectively to track and monitor the progress of individual students and groups of students, including vulnerable groups (SEN).
- To work with key colleagues to design, implement and evaluate appropriate interventions for individual students and groups of students, including students entitled to additional support (SEN, etc.).
- To lead the development of an exciting and engaging Spanish curriculum, including the development of appropriate courses and qualifications, schemes of work and supporting resources.

- Ensure that student achievement information is shared with colleagues within and beyond the subject area to secure outstanding individual student progress.

### **Leading Teaching and Learning**

- In conjunction with appropriate others, work with colleagues to develop and strengthen the quality of teaching and learning in Spanish – with both teachers and support staff.
- In conjunction with the Secondary Strategic Lead, senior staff, and appropriate others, identify key professional development needs and provide initial support to colleagues, where appropriate.
- Where teaching is not good enough, work with key leaders to implement focused and timely action for improvement.

### **Additional Duties**

- Any other duties as may reasonably be requested by the Principal. The above duties do not define or include all tasks required of the post holder, duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that the area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required.