



URSULINE HIGH SCHOOL

SPANISH TEACHER WITH OPTION OF RESPONSIBILITY FOR HEAD OF SPANISH JOB DESCRIPTION

Post Title: Spanish Teacher

Grade: M01 - UP3 [£40,317 - £62,496] plus (TLR 2b £5,872 for HOD)

Responsible to: Head of Department / Head of Faculty

Date: November 2025

Accountable to: Head of Department / Head of Faculty

Accountable for: The progress of pupils allocated to each lesson

Key Purpose: To fulfil the duties outlined in current legislation in line with the school's aims and policies.

Main duties

Accountable for the delivery of the specified curriculum	➤ To prepare appropriate material in order to deliver the curriculum effectively, using a variety of styles and approaches, with regard to the individual needs of pupils. ➤ To contribute to the effective development of schemes of learning. ➤ To implement relevant school policies in relation to the subject.
Outcomes	➤ To ensure all students and groups of students meet their targets. ➤ Implementing all school's policies on Teaching and Learning, Assessment etc.
Responsible for maintaining a well-managed classroom	➤ To have regard for the safety of pupils in line with the school's Health and Safety Policy and routines.

	➤ To maintain firm but clear discipline using school and departmental systems of rewards and sanctions. ➤ To ensure that the learning environment is stimulating through the display of pupils' work and other appropriate materials.
Accountable for keeping records on individual pupils	➤ To keep a register of attendance at each lesson and to follow up on non-attendance and to follow up on non-attendance and lateness. ➤ To set and mark homework in line with the school's policy. ➤ To contribute to the school's assessment policy through the completion of reports, regular marking, attendance at Parents' Evenings, Academic Review Days and any other report as necessary.
Responsible for having a professional commitment to teaching and their own development	➤ To attend regularly and punctually. ➤ To update subject knowledge through appropriate professional development opportunities. ➤ To take a positive role in performance review. ➤ To attend school meetings as per the calendar.
Students Personal Development	➤ To contribute to the personal development of students.
Safeguarding	➤ To follow the School's Safeguarding Policy and Procedures in order to keep every student safe.

ADDITIONAL RESPONSIBILITIES FOR HEAD OF SPANISH ROLE

To lead the Department to excellence in Teaching and Learning and achieve outstanding outcomes in KS3, KS4 and KS5

Performance Management of up to 4 staff with potential mentoring of ITT in Spanish

Ensure there are opportunities for students to experience the language outside the classroom (examples: digital events / school events / day trips to Cervantes / Residentials)

Strategic direction and development	➤ To contribute to developing the vision and mission statement of the school. ➤ To contribute to the development, implementation monitoring and review of the schools SIP to ensure all students
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	achieve high standards and make progress. ➤ To collaboratively develop, implement, monitor and evaluate a department improvement plan. ➤ To develop and implement a vision for the Department.
Ethos	➤ To contribute to the Ursuline ethos of Service ➤ To continue to develop an understanding of the role of Catholic education and Ursuline education in the 21st Century ➤ To support and contribute to the development of the Chaplaincy. ➤ To work collaboratively and develop collaborative teams across the school.
Curriculum development, Teaching and Learning	➤ To ensure and sustain excellence in teaching and learning within the department that ensures targets for improvement are met. ➤ To monitor and evaluate the quality of the curriculum. ➤ To develop the curriculum offer within the Department to meet the needs of all students. ➤ To ensure that the learning needs of students are met within the Department. ➤ To implement and monitor student assessment, recording and reporting including the effective use of target setting and assessment for learning. ➤ To write Schemes of Learning, Assessment & Resources for all Spanish Courses. ➤ To conduct Oral work with small groups of students in order to improve Speaking & Listening.
Outcomes	➤ To ensure students make outstanding progress at Key Stage 3,4 and 5
Leading and Managing staff	➤ To secure and lead improvement across the Department. ➤ To develop a collaborative team. ➤ To provide support, challenge, information and development necessary to sustain motivation and secure excellence in teaching. ➤ Participation in selection of new staff. ➤ To advise on Threshold, Upper Pay Spine Promotion, Induction.

	➤ To ensure the effective deployment of HLSLAs/SLAs /Support staff. ➤ To ensure staff contribute to and implement IEPs in the Department
Deployment of staff and resources	➤ To identify appropriate resources for the department including those within the community and ensure that they are used efficiently, effectively and safely. ➤ To ensure an effective and fair development of all staff, teaching and support staff. ➤ To be responsible for a high-quality learning environment within the department including the VLE. ➤ To support the wellbeing of staff within the department.
Review and Evaluation	➤ To contribute to the review and evaluation of the Department improvement plan in order to ensure the implementation of the vision and mission statement of the school. ➤ To monitor and evaluate the quality of teaching and standards of students achievement within the and lead in the setting of targets and intervention strategies. ➤ To contribute/lead on the Dept/SEF/Self-Review.
Communication/Administration	➤ To monitor the effective update and access to students records, reports, exam results, attendance and behaviour. ➤ To ensure the contribution to curriculum guides for Years 7/8/9/10/11 and Sixth Form flyers. ➤ To update SLT and Governors on Department progress. ➤ To contribute to the school calendar and staff briefing sheet school newsletter and website. ➤ To effectively use data to raise achievement.
Parent Partnership and Wide community developments	➤ To develop links with main feeder Primary schools. ➤ To support school functions. ➤ To develop supportive relationships with students, staff, Governors, LA, relevant agencies, Wimbledon College and St Philomena's.

	➤ To develop appropriate links with other schools/ business/community to enhance and develop the curriculum.
Continual professional development	➤ To be committed to self-review, one's own professional development and the professional development of colleagues.

Key competencies

Developing others	➤ Works to develop the long-term capabilities and potential of others ➤ Give clear and constructive feedback
Support and Challenge	➤ A commitment to do everything possible for each other and to enable all students to be successful.
Drive for improvement	➤ Sets and tackles challenging targets.
Initiative	➤ The drive to act now to anticipate and pre-empt events.
Resilience	➤ To be able to have grit and determination in seeing things through to completion.