



URSULINE HIGH SCHOOL

HEAD OF SPANISH

JOB DESCRIPTION

Post Title: Head of Spanish

Grade: M03-U03 (£44,238 - £62,496) plus TLR 2B £5,872

Responsible to: Head of Faculty

Date: March 2026

Post Title	Head of Spanish
Purpose	Leadership of the Spanish Department in promoting outstanding quality of education.
Responsibility for	Quality of Spanish provision and outcomes at KS 3,4 & 5. Line management of Spanish Additional Language (EAL).
Line Manager	Head of Faculty/Assistant Headteacher.
Performance Management of	Up to 4 staff with potential mentoring of ITT in Spanish.

Main duties

Strategic direction and development	<ul style="list-style-type: none">➤ To contribute to developing the vision and mission statement of the school.➤ To contribute to the development, implementation monitoring and review of the schools SDP to ensure all students achieve high standards and make progress.➤ To collaboratively develop, implement, monitor and evaluate a department improvement plan.
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	<ul style="list-style-type: none"> ➤ To develop and implement a vision for the Department.
Ethos	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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 ensure all schemes of learning and resources meet the needs of all students across KS3/4/5
Outcomes	<ul style="list-style-type: none"> ➤ To ensure students make outstanding progress at Key Stage 3,4 and 5
Leading and Managing staff	<ul style="list-style-type: none"> ➤ 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 HLSA's/LSA's /Support staff.
Deployment of staff and resources	<ul style="list-style-type: none"> ➤ 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.

	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ To contribute to the review and evaluation of the department development 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 department and lead in the setting of targets and intervention strategies.
Communication/Administration	<ul style="list-style-type: none"> ➤ To monitor the effective update and access to students records, reports, exam results, attendance and behaviour. ➤ To ensure the contribution to curriculum guides 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.
Parent Partnership and Wide community developments	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ To be committed to self-review, one's own professional development and the professional development of colleagues.

Key competencies

Developing others	<ul style="list-style-type: none"> ➤ Works to develop the long-term capabilities and potential of others ➤ Give clear and constructive feedback
Support and Challenge	<ul style="list-style-type: none"> ➤ A commitment to do everything possible for each other and to enable all students to be successful.
Drive for improvement	<ul style="list-style-type: none"> ➤ Sets and tackles challenging targets.
Initiative	<ul style="list-style-type: none"> ➤ 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.
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