

**URSULINE HIGH SCHOOL**

**HEAD OF SPANISH**

**JOB DESCRIPTION**

**Post Title:** Head of Spanish

**Grade:** M1 – UPS3 [£32,157 - £50,935] plus TLR 2b £4,785

**Responsible to:** Head of Faculty

**Date:** November 2020

Purpose	To lead the Department to excellence in the quality of provision
Responsibility for student outcomes at	KS3/4/5
Line Manager	Head of Faculty
Line Management of	the Department
Performance Management of	Up to 3 staff

**Main duties**

Strategic direction and development	<ul style="list-style-type: none"> <li>➤ To contribute to developing the vision and mission statement of the school</li> <li>➤ To contribute to the development, implementation monitoring and review of the school's SIP to ensure all students achieve high standards and make progress</li> <li>➤ To develop and implement a vision for the Department</li> <li>➤ To collaboratively develop, implement, monitor and evaluate a Department improvement plan</li> </ul>
Ethos	<ul style="list-style-type: none"> <li>➤ To contribute to the Ursuline ethos of Service</li> </ul>

	<ul style="list-style-type: none"> <li>➤ To work collaboratively and develop collaborative teams across the school</li> <li>➤ To support and contribute to the development of the Chaplaincy</li> <li>➤ To continue to develop an understanding of the role of Catholic education and Ursuline education in the 21<sup>st</sup> C</li> </ul>
Outcomes	<ul style="list-style-type: none"> <li>➤ To ensure students meet their targets at Key Stage 3, 4 and 5.</li> <li>➤ To ensure all groups of students make progress in line with school trends</li> <li>➤ To co-ordinate and deliver any intervention programmes as needed</li> </ul>
Curriculum development/ Teaching and Learning	<ul style="list-style-type: none"> <li>➤ To ensure and sustain excellence in Teaching and Learning within the Department that ensures targets for improvement are met</li> <li>➤ To ensure consistency in Teaching and Learning using School Policy</li> <li>➤ To ensure the highest standards of Literacy within Spanish</li> <li>➤ To monitor and evaluate the quality of the curriculum</li> <li>➤ To develop the curriculum offer within the faculty to meet the needs of all students</li> <li>➤ To ensure that the learning needs of students are met within the Department</li> <li>➤ To implement and monitor student assessment, recording and reporting including the effective use of target setting</li> </ul>
Leading and Managing staff	<ul style="list-style-type: none"> <li>➤ To secure and lead improvement across the Department</li> <li>➤ To develop a collaborative team</li> <li>➤ To provide support, challenge, information and development necessary to sustain motivation and secure excellence in teaching</li> <li>➤ Participation in selection of new staff</li> <li>➤ To advise on Performance Management Awards</li> <li>➤ To ensure the effective deployment of HLTAs/TAs/Support staff</li> </ul>
Deployment of staff and resources	<ul style="list-style-type: none"> <li>➤ To identify appropriate resources for the Department including those within the community and ensure that they are used efficiently, effectively and safely</li> <li>➤ To ensure an effective and fair deployment of all staff, teaching and support staff</li> <li>➤ To be responsible for a high quality learning environment within the Department</li> </ul>
Review and Evaluation	<ul style="list-style-type: none"> <li>➤ To contribute to the review and evaluation of the Department improvement plan in order to</li> </ul>

	<p>ensure the implementation of the vision and mission statement of the school</p> <ul style="list-style-type: none"> <li>➤ To monitor and evaluate the quality of teaching and standards of students' achievement within the Department and lead in the setting of targets or improvements</li> <li>➤ To contribute/lead on the Dpt/SEF/Dpt Self Review/Department Improvement Plan</li> </ul>
Communication/Administration	<ul style="list-style-type: none"> <li>➤ To contribute to the school calendar and staff briefing sheet and school newsletter and web site</li> <li>➤ To monitor the effective update and access to student records, reports, exam results, attendance and behaviour</li> <li>➤ To ensure the contribution to Curriculum guides for Years 7/8/9 10/11 and Sixth Form flyers</li> <li>➤ To ensure the contribution to Sixth Form Handbook and Sixth Form Flyers</li> <li>➤ To up-date SLT and Governors on Faculty progress</li> </ul>
Parent Partnership and Wide community developments	<ul style="list-style-type: none"> <li>➤ To develop links with main feeder primary schools</li> <li>➤ To develop University links to support Transitions to Higher Education</li> <li>➤ To support school functions</li> <li>➤ To develop supportive relationships with students, staff, governors, LA, relevant agencies and Wimbledon College</li> <li>➤ To develop appropriate links with other schools/business/community to enhance and develop the curriculum</li> </ul>
Continual professional development	<ul style="list-style-type: none"> <li>➤ To be committed to self review, one's own professional development and the professional development of colleagues</li> </ul>

### Key competencies

Support and Challenge	<ul style="list-style-type: none"> <li>➤ A commitment to do everything possible for each student and to enable all students to be successful</li> </ul>
Developing others	<ul style="list-style-type: none"> <li>➤ Works to develop the long-term capabilities and potential of others</li> </ul>
Drive for improvement	<ul style="list-style-type: none"> <li>➤ Sets and tackles challenging targets</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>➤ The drive to act now to anticipate and pre-empt events</li> </ul>