

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: March 2021

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

	<ul style="list-style-type: none"> ➤ To work collaboratively and develop collaborative teams across the school ➤ To support and contribute to the development of the Chaplaincy ➤ To continue to develop an understanding of the role of Catholic education and Ursuline education in the 21st C
Outcomes	<ul style="list-style-type: none"> ➤ To ensure students meet their targets at Key Stage 3, 4 and 5. ➤ To ensure all groups of students make progress in line with school trends ➤ To co-ordinate and deliver any intervention programmes as needed
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 ensure consistency in Teaching and Learning using School Policy ➤ To ensure the highest standards of Literacy within Spanish ➤ To monitor and evaluate the quality of the curriculum ➤ To develop the curriculum offer within the faculty 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
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 Performance Management Awards ➤ To ensure the effective deployment of HLTAs/TAs/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 deployment of all staff, teaching and support staff ➤ To be responsible for a high quality learning environment within the Department
Review and Evaluation	<ul style="list-style-type: none"> ➤ To contribute to the review and evaluation of the Department improvement plan in order to

	<p>ensure the implementation of the vision and mission statement of the school</p> <ul style="list-style-type: none"> ➤ 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 ➤ To contribute/lead on the Dpt/SEF/Dpt Self Review/Department Improvement Plan
Communication/Administration	<ul style="list-style-type: none"> ➤ To contribute to the school calendar and staff briefing sheet and school newsletter and web site ➤ To monitor the effective update and access to student 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 ensure the contribution to Sixth Form Handbook and Sixth Form Flyers ➤ To up-date SLT and Governors on Faculty progress
Parent Partnership and Wide community developments	<ul style="list-style-type: none"> ➤ To develop links with main feeder primary schools ➤ To develop University links to support Transitions to Higher Education ➤ To support school functions ➤ To develop supportive relationships with students, staff, governors, LA, relevant agencies and Wimbledon College ➤ 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

Support and Challenge	<ul style="list-style-type: none"> ➤ A commitment to do everything possible for each student and to enable all students to be successful
Developing others	<ul style="list-style-type: none"> ➤ Works to develop the long-term capabilities and potential of others
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