



# TORQUAY ACADEMY

## Job Description

**Name:**

**Job Title:** Head of Spanish

**Responsible to:** The Principal and SLT link

### OVERALL RESPONSIBILITY

- To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of teaching, learning and high aspirations.
- Raise standards of student attainment and achievement with the whole curriculum area and monitor and support student progress.
- To be accountable for leading, managing and developing Spanish across the Academy.

### SECTION 1 - GENERAL MANAGEMENT DUTIES

#### Leadership

1. Inspire department members by personal example and hard work and by consistently developing good or better lessons with all teaching groups.
2. Play a major role in the Academy's middle leadership assisting the Principal in creating a vision, sense of purpose and pride about the Department and its work across the Academy.
3. Co-ordinate the production and maintenance of the Department handbook, and implement, monitor and evaluate all of its policies and documentation.
4. Be accountable for continuously improving the quality of teaching and learning in the Department.
5. Be accountable for maintaining discipline in the Department including supporting staff during lessons when appropriate.
6. Play a major role as a middle leader in the development of all aspects of the Academy, including its policies and their implementation.
7. Develop and maintain effective methods of communication with the Principal, SLT, other staff, students, parents, governors, external agencies and the wider community (including business and industry), etc.
8. Identify and applaud areas of success for individual teachers and the Department.
9. Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the improvement plan and produce resources as a team.
10. Chair and produce the agenda for effective department meetings. Ensure minutes are made, kept secure and others informed as appropriate.
11. Implement Academy assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject. A portfolio of exemplar work moderated against grade descriptors should be maintained.
12. Initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after Academy/during lunch-breaks or a club, etc.
13. Deploy all Department staff effectively in order to give department members a good Work/Life balance.

14. Liaise with other staff on the effective deployment of any Teaching Assistants or class helpers. This does not imply any line manager responsibilities but facilitates the best deployment of human resources.
15. Use Leadership and Management time effectively for these purposes. A reasonable proportion of timetabled time will be designated as Leadership and Management time.

### **Curricular/Departmental Development**

1. Contribute towards continuity and progression within the whole Academy curriculum.
2. Oversee the Department development plan, its implementation and the part it plays in the whole Academy development.
3. Be accountable for implementing appropriate courses and develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for students, and incorporate a variety of assessment methods at key points to enable accurate judgements on student progress.
4. Develop departmental strategies for the students' spiritual, moral, social and cultural development, including citizenship.
5. Be accountable for monitoring and evaluating the teaching in the Department; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
6. Develop departmental strategies and procedures (using national and Academy guidelines) for teaching and learning for students with special educational needs.
7. Work with the Inclusion Manager and SENDCo to ensure ILPs are used to set subject-specific targets, and match curricular materials and approaches to student needs.
8. Ensure that the department supports the Academy's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEND, Equal Opportunities, Child Protection.

### **Stock/Resources/Budget**

1. Manage the Department budget, teaching resources and finances efficiently, and obtain best value for money.
2. Maintain an inventory of all stock items and oversee the annual stock audit.
3. Carry out stock disposal in accordance with department and Academy policies.
4. Store resources in such a way as to enable quick and easy access by all staff (and students where appropriate).

### **Liaison/Communication**

1. Meet regularly and work with the 'SLT link' for professional support and develop effective departmental management.
2. Oversee and monitor the accuracy of exam entries and dates and work effectively with the exam officer.
3. Act as the initial person for others to contact regarding all issues relating to the subject.
4. Liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between Colleges and phases for all students.
5. Liaise with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEND and ICT.
6. Inform staff about new developments and ideas related to the subject and the Department by means of a regular newsletter – to include department meeting agendas, etc.
7. Manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students.

8. Provide helpful and accurate responses to parent/carers enquiries.

### **Health and Safety**

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### **Continuing Professional Development – Personal**

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the Academy Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

### **Continuing Professional Development – Staff**

1. Contribute to, and take a leading role in, the provision of high quality professional development through an effective Appraisal programme, making use of, where appropriate, other sources of expertise, e.g. LEAs, outside training agencies, etc.
2. Consider the expectations and needs of other members of staff, and in particular ensure that trainees and NQTs are appropriately monitored, supported and assessed in relation to QTS standards and those of the Academy, e.g. by the incorporation of targets related to leadership, professional development and students' attainment.
3. Carry out appraisal of certain teachers and teacher assistants as required by the Appraisal programme and use the process to develop the personal and professional effectiveness of each member of staff.
4. Maintain a professional portfolio of evidence to support the Appraisal process.

## **SECTION 2 – TO BE ACCOUNTABLE FOR SUBJECT SPECIFIC DUTIES**

1. Take a major role in the development of the Spanish provision across the Academy.
2. Initiate and maintain the provision of extra curricular activities related to learning in Spanish.
3. Manage the exhibition of student's work in the MFL department, around the Academy
4. Ensure that the annual inspection of all machines/electrical appliances has been carried out.
5. Ensure that risk assessments are carried out for lessons that use specialist tools, equipment and materials

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

**Signed** ..... **Date** .....