



JOB DESCRIPTION

Post	Head of Spanish
Reports to	Head of MFL
School	Arden Academy
Pay range	Main Pay Range 1-6 to UPR 1-3

MAIN PURPOSE OF THE ROLE:

- Be accountable and responsible for the learning and progress of students in assigned classes, ensuring excellence for all.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff, and external agencies in the best interests of students.
- Act within the statutory frameworks, which set out professional duties and responsibilities and in line with the duties outlined in accordance with school policies, the current School Teachers Pay and Conditions Document and Teacher Standards (2012)
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities will be explained to you further in a plain-speaking job description. This will be attached to this job description as an appendix and will reflect the systems and structures of your school.

Teaching

- All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012).
- Be accountable for the delivery of the curriculum to assigned classes as relevant to age and ability.
- Be responsible for and contribute to the preparation and development of teaching materials.
- Be aware of students' capabilities, their prior knowledge and be accountable for planning teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how students learn.
- Have a clear understanding of the needs of all students, including those with special educational needs and disability, high prior attaining, more able, EAL, and be accountable for the use and evaluation of distinctive teaching strategies to engage and support such students.



- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English, and numeracy.
- Be accountable for the use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for students of all backgrounds, abilities and characteristics, monitoring learners' progress and levels of attainment.
- Be accountable for making accurate and productive use of assessment to secure students' progress.
- Be accountable for the use of relevant data to monitor progress, set improvement targets, and plan subsequent lessons.
- Be accountable for providing students feedback in line with the school policy, ensuring students act upon the advice given.
- Be accountable for setting homework and planning other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate.
- Contribute to arrangements for examinations and assessments within the terms of the School Teachers' Pay and Conditions Document.

Behaviour and Safety

- Be responsible for establishing a safe, purposeful, and stimulating environment for students, establishing a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently, fairly and in line with school policies.
- Be accountable for the effective management of classes, using approaches which are appropriate to students' needs to inspire, motivate and challenge.
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Be responsible for social time supervision and other duties as directed by the Headteacher within the remit of the current School Teachers' Pay and Conditions Document.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Be accountable for carrying out the role of form tutor under the direction of the appropriate member of the pastoral team and in line with advice and guidance provided regarding the role and responsibilities of a form tutor by a member of the Senior Leadership Team.

Team Working and Collaboration

- Under the direction of the line-manager, participate in any relevant meetings/professional development opportunities at the school, which relate to the



learners, curriculum or organisation of the school including pastoral arrangements and assemblies.

- Work as a team member and identify opportunities for working with colleagues and contributing to the development of effective practice.
- Where appropriate, contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, and teachers serving induction periods.
- Be accountable for ensuring that colleagues working with you (for example Teaching Assistants, Cover Supervisors, Technicians or Associate Teachers) are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Contribute as required in the review, development and management of the activities relating to the curriculum, organisation, and pastoral functions of the school.
- Provide cover for absent colleagues within the terms of the current School Teachers' Pay and Conditions document. For those who are below their allocation staff may be timetabled to provide cover.

Fulfil Wider Professional Responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Be responsible for communicating effectively with parents/carers regarding students' achievements and well-being using school systems/processes including at parents' evenings as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.
- Plan and implement enrichment activities that enhance students' learning experiences and align with the school's curriculum.
- Teach British Values and promote the development of students' spiritual, moral, social, and cultural understanding, fostering a well-rounded educational environment.
- Be accountable for registering the attendance of learners during lessons tutor groups and, extra-curricular activities before and after school.
- Report performance data and provide a written report for students within assigned classes in line with the school's assessment and reporting calendar.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

Professional development

- Be accountable for regularly reviewing the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and well-being, refining your approaches where necessary and responding to advice and feedback from colleagues.



- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of appraisal.
- Proactively participate with arrangements made in accordance with the school's appraisal policy.

GDPR & Data Protection

- As an employee of the school, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the privacy notice please visit <https://www.ardenmat.org.uk/page/?title=Data+Protection%2FGDPR&pid=53>

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards of attendance, punctuality, and appearance.
- Perform any reasonable duties as requested by the Headteacher.

Note on terminology.

In this document, the following terms are used:

"Accountable" – this means to be answerable to the appropriate line manager for the success or failure of the identified area; in most cases, operational responsibility for implementation of this task is also implied by this term although for employees with leadership responsibilities, operational responsibility may be delegated to subordinates.

"Responsible" – this means to be operational responsible; an employee with responsibility implements the task in question.

"Contributes" – means that the employee does not hold full responsibility but is required to make a significant contribution to the implementation of a task or area of responsibility under the direction of line manager.

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 school 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 Associate Headteacher/ Executive Headteacher or the incumbent of the post.

Staff signature: Date:



Staff name:

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