



# PLASHET SCHOOL

COMMUNITY, EQUALITY, ACHIEVEMENT

## Maternity Cover Spanish Subject Leader Job Description

<b>Post Title</b>	<b>Subject Leader for Spanish (Maternity Cover)</b>
<b>Teaching &amp; Learning Recruitment point</b>	2C
<b>Equality statement</b>	We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.
<b>Overview of the Post</b>	<ul style="list-style-type: none"><li>• To be accountable for student progress and development within the subject area.</li><li>• To effectively line manage and deploy teaching staff within the subject area.</li><li>• To take overall responsibility for leading the organisation and administration of the subject area.</li><li>• To raise standards of student progress, attainment and achievement within the subject area.</li><li>• To ensure the provision of an appropriately broad, balanced and relevant subject curriculum that meets statutory NC and exam board requirements.</li><li>• To develop, enhance and monitor the pedagogy of others within the subject area.</li><li>• To develop and monitor extracurricular provision within the subject area.</li></ul>
<b>Line Managed by:</b>	A member of the Leadership Team
<b>Line Management of:</b>	Teaching staff within the subject area.
<b>Strategic/Operational Planning</b>	<ul style="list-style-type: none"><li>• To lead the day-to-day management, organisation and administration of the subject area, including effective deployment of staff and physical resources.</li><li>• To monitor the implementation of school policies and procedures and undertake school self-review tasks.</li><li>• To ensure that the work in the subject area promotes a positive ethos and encourages social and moral responsibility.</li><li>• To be responsible for continuously improving the quality of education within the subject area so that it is relevant to the needs of the students and to the aims, objectives and strategic plans of the school.</li><li>• To play a major role as a middle leader in the development of all aspects of the school.</li><li>• To address any changes, which may affect the subject area, and be responsible for reviewing and overseeing the production of a Departmental Improvement Plan, which reflects the School Improvement Plan.</li></ul>
<b>Curriculum Provision &amp; Development</b>	<ul style="list-style-type: none"><li>• To lead/oversee development for the subject area, including the development of appropriate syllabuses, resources, Schemes of Learning, teaching strategies, assessment and marking policies.</li><li>• To ensure that the subject area's schemes of learning support the school's implementation of all current statutory requirements to ensure</li></ul>

	<p>inclusion and access to the curriculum e.g. SEND, EAL &amp; equal opportunities etc.</p> <ul style="list-style-type: none"> <li>• To monitor and respond actively to national, regional and local developments and initiatives in the subject area, including curriculum content, teaching practice and methodology.</li> <li>• To liaise with the LT Line Manager and the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To lead and inspire staff in the subject area through personal example and hard work.</li> <li>• To promote teamwork and motivate staff to ensure effective working relations.</li> <li>• To be responsible for the day-to-day management and deployment of staff, including support staff, within the subject area, bearing in mind work/life balance.</li> <li>• To oversee arrangements for classes when staff are absent, ensuring proper cover is organised and that the cover teacher is aware of what learning needs to happen.</li> <li>• To be a team leader in the appraisal process and maintain a portfolio of evidence to support this process.</li> <li>• To ensure that ECTs and BTs in the curriculum area are appropriately monitored and supported.</li> <li>• To participate in the interview process for teaching posts, as required for the curriculum area.</li> </ul>

<b>Monitoring of Teaching &amp; Learning</b>	<ul style="list-style-type: none"> <li>• To oversee the academic progress of students in the subject area by regularly monitoring their academic progress and using student data and target setting to ensure that each student is achieving their potential.</li> <li>• To establish common standards of practice within the subject area and actively monitor teaching and learning in accordance with school policies.</li> <li>• To be responsible for continuously improving the quality of pedagogical practice delivered by the French team.</li> <li>• To regularly monitor the quantity and quality of home study.</li> <li>• To undertake targeted book sampling in line with the school self-review model.</li> <li>• To establish lesson observations as a tool for continuous improvement within the subject area.</li> <li>• To monitor and evaluate the subject area in line with agreed school procedures and systems.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To co-ordinate, monitor and develop the provision for EAL, SEND and most able students within the curriculum area.</li> </ul>
--	---

<b>Management Information</b>	<ul style="list-style-type: none"> <li>• To oversee the implementation of school assessment policies within the subject area.</li> <li>• To monitor and check the quality of reports within the subject area.</li> <li>• To work effectively with the exams officer to oversee the organisation of school and external examinations, the accuracy of GCSE entries and exam data.</li> <li>• To produce regular reports on the subject curriculum, student progress and performance for the Governing Board.</li> <li>• To analyse and interpret relevant national, local and school data, plus research and inspection evidence to inform policies, practices, expectations and teaching practice.</li> </ul>
-------------------------------	---

<b>Communications</b>	<ul style="list-style-type: none"> <li>• To coordinate and oversee the work of staff within the subject area and ensure that communications are clear.</li> <li>• To ensure that the subject area has clear aims and objectives and all members of subject staff are familiar with these.</li> <li>• To hold weekly departmental meetings with published agendas and minutes.</li> <li>• To oversee &amp; coordinate the production and maintenance of departmental handbook and implement, monitor and evaluate policies and documentation.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education, Examination boards, Awarding bodies and other relevant external bodies.</li> <li>• To represent the subject area's views and interests.</li> </ul>
<b>Marketing &amp; Liaison</b>	<ul style="list-style-type: none"> <li>• To manage the provision of information to parents/carers.</li> <li>• To oversee/organise staff attendance at Parent/Teacher and Curriculum evenings as agreed within the 1265 hours' provision.</li> <li>• To contribute to the school liaison and marketing activities.</li> <li>• To actively promote the development of effective subject links with external agencies, partner schools and the community.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of staff, space, money and equipment on the subject area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment, stock, and keeping school and subject area inventory updated.</li> <li>• To work with the members of the Leadership Team responsible for the timetable to ensure that the teaching commitments of the subject area are effectively and efficiently timetabled and roomed.</li> <li>• To effectively deploy any support staff in the subject area to make maximum impact on Teaching and Learning.</li> <li>• To be responsible for oversight of classroom and corridor displays in the subject area, ensuring they are attractive, relevant and regularly updated.</li> </ul>
<b>Pastoral Systems</b>	<ul style="list-style-type: none"> <li>• To monitor student attendance and students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To ensure that the Behaviour Management policy is implemented in the subject area so that effective learning can take place.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a teacher as stated in the latest school Teachers' Pay and Conditions Document and the main scale teacher job description.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• To carry out duties and responsibilities necessary for the smooth running of the school as required by the Headteacher.</li> </ul>

### **Training and Development**

The school has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Health and Safety**

The postholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances.

### **Equality and Diversity**

Plasnet School is committed to equality and values diversity. As such it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return.

### **Safeguarding**

The member of staff will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. They will uphold, support and act upon the school Safeguarding Policies and practice ensuring they have an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. Every member of staff is responsible for ensuring that the school child protection & safeguarding policy is adhered to and concerns are raised in accordance with this policy. They will attend Safeguarding meetings and events as appropriate and work with the Designated Safeguarding Lead and Safeguarding team to promote strong, secure systems and development of ethos across the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a postholder will carry out. Employees will be expected to comply with any reasonable request from a manager or be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation.

**I have read, understood and accepted the above job description.**

**Headteacher's signature:**

**Date:**

**Postholder's signature:**

**Date:**