



DARRICK WOOD SCHOOL

JOB DESCRIPTION

JOB TITLE:	Head of Spanish Department
GRADE:	TLR 2a
HOURS:	Full time
REPORTS TO:	Head of Faculty

Head of Department job description

Heads of Department play a key role in helping the School achieve its mission and goals.

Leading the subject

- Lead the subject and subject staff within the Darrick Wood School curriculum
- Plan for a subject curriculum that allows progression in subject knowledge, skills and understanding for the student of that subject at Darrick Wood School, completing curriculum documentation as required and keeping up to date with curricular innovations
- Ensure that schemes of work for all year groups are available for teachers and resourced so that teachers delivering the curriculum are confident in knowing what students need know and understand; manage a programme of annual review
- Ensure that schemes of work are kept up to date with any relevant guidance and documentation e.g., the National Curriculum, examination specifications
- Complete, share, monitor and update the Department Development Plan (DDP) taking account of school priorities in the School Development Plan and information collected from quality assurance activities
- Lead the provision of personal development activities, trips and visits related to the subject

Departmental teaching, learning and assessment

- With support from the Head of Faculty, ensure that teaching and learning within the subject is of the highest quality and adapted to meet the needs of students
- Lead on formative and summative assessment within the subject

- Identify and implement strategies to tackle underachievement across the subject, especially in relation to vulnerable groups (students eligible for pupil premium, students on the SEN register, CLA/PCLA)
- Manage examination entries at KS4/5 in liaison with students, parents and the Exams Office as required
- If relevant, manage external coursework, non-examined assessments, and moderation requirements, liaising with the Exams Office about key dates
- Lead subject meetings with teaching staff and attend Leadership Meetings/line management meetings as required
- With the Head of Faculty and SLT, organise and carry out regular quality assurance activities and take action as a result. These must include Learning Reviews and should include other activities such as learning walks, book reviews, student panels/surveys, review of positive/negative points
- Support subject staff with behaviour for learning including running Head of Department detentions, supporting school wide behaviour approaches and communicating with parents about subject related behaviour matters
- Support subject staff to ensure that data/report deadlines are met, and that standardisation and moderation has taken place
- To analyse examination results and use this to inform teaching, learning and assessment
- Ensure that subject staff respond to requests for information from the SENCO/Designated Teacher/SLT
- Check and organise cover work for absent teaching staff

Resources and staffing

- Liaise with the school timetabler about staffing matters and participate in recruitment as needed
- Organise subject representation at school functions including open evening, options evenings, parents' evenings and ensure subject information is available and up to date
- Liaise with relevant staff to create and maintain class lists for each year group
- Along with the Head of Faculty and SLT line manager, ensure that performance management processes are completed as per school policy and deadlines
- Along with the Head of Faculty and SLT line manager, ensure job descriptions of subject specific jobs are kept under review
- Manage the departmental budget and associated subject resources including ensuring that subject rooms are well maintained and tidy. Liaise with display coordinators and site team to ensure the environment (rooms and corridors) are well maintained. Report any health and safety concerns in a timely fashion
- Ensure the subject section of the website is kept up to date

Spanish is fast becoming a very popular choice for students at Darrick Wood. Results at GCSE are most pleasing, and the standard of teaching is high. Trips are now back on the calendar and the Onatti Theatre group are coming to perform to Year 8 in May. Students follow the Viva (Pearson) textbook, and we have a variety of other resources, which can be used in the IT rooms to support learning.

The Modern Foreign Languages (MFL) Faculty teachers are all able to teach at least two languages (one up to GCSE/A level). Members of the Faculty share a common approach to the teaching of all aspects of the subject and teamwork is an important feature of the Faculty.

Pupils in Year 7 study either French or German and from Year 8 they take up a second language, choosing from French, German or Spanish. They are taught in groups according to ability. In year 9, they focus on one of these languages.

The School encourages all pupils in KS4 to continue with a language to GCSE (AQA). Results at GCSE are typically above the national average.

The Modern Foreign Languages Faculty sets great store by the extra opportunities it offers to language students:

- **Visits Abroad**
 - Year 8 pupils are offered the chance of spending one day at Le Touquet in Northern France.
 - There is a 4-day trip to Barcelona for Years 8-10 in May.
 - There are trips to the Christmas markets in Cologne for pupils in Year 11 learning German and Lille Christmas Market in December for pupils in Years 10 to 11 learning French which are enjoyed greatly.
- **Latest technologies**
 - Modern Languages pupils use the internet to aid them with research, with homework and to practice reading and listening online at home, using Active Learn. All classrooms have touch sensitive screens and all teachers have laptops.
- **Theatre visits and activities**
 - We invite theatre companies into School to perform for our KS3 learners of French annually and take our Sixth Form students to London for theatre/cinema trips.
 - Every year we host activities in MFL to celebrate special days for example "European Languages Day" in September and we offer year 7 pupils the opportunity to have a taster lesson in Mandarin or Japanese at our International Day in July.
 - Where possible we visit our local Primary Schools to supplement their Language learning in the summer term.