



Blue Coat
Church of England School
& Music College



Inspire Education Trust
Together we achieve, individually we grow

Job Description

Job Title: Head of Department - Spanish
Employment Status: Permanent. Full Time
Responsible to: Senior Leadership Team

Job Purpose:

- The post holder will actively support and work towards the stated Aims and Objectives of this Church of England School as agreed by the Governors
- The post holder will have an effective working relationship with all staff
- The post holder will at all times pay due regard to the Health & Safety Policy, Equal Opportunities Policy and the Data Protection Policy adopted by the school

Main Duties and Responsibilities

- To lead on and oversee all teaching and learning within the department
- To appraise staff as appropriate within your team and line manage all staff in the department
- To be responsible for the deployment of support for SEN students in the department
- To provide opportunities for development for all staff within the department
- To inform SLT about the next steps for departmental development
- To lead the development of teaching and learning across the department
- To monitor the quality of teaching in lessons (Inc. book trawls, learning walks etc.)
- To ensure students get a coherent and high-quality diet of teaching across all lessons
- To monitor and deal with behavioural issues in all lessons
- To lead Open Evenings for the department
- To develop links with external agencies
- To co-ordinate the use of educational visits
- To maintain and develop all data within the department
- To identify underperforming students through data analysis and implement action
- To check subject reports
- To lead the department through issues as raised through the department SEF
- To receive and act on updates from staff on underperforming students
- To analyse and act on RaiseOnline data evidence for the department
- To analyse external exam results for all students
- To co-ordinate internal and external assessments for all key stages
- To submit GCSE and A Level exam entry for all students
- To write and maintain the department timetable
- To enable the department to communicate effectively with parents about children's progress
- To maintain a robust resource structure within a delegated capitation budget



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Other Duties

- To carry out any other duties as directed by the senior leadership team that are within the scope, purpose and spirit of the role
- Attend regular CPD as required by the school, and other optional relevant CPD to develop good practice
- Undertake further and continuous training appropriate to the post

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Take on the responsibility for providing a safe environment and promoting children's welfare
- Undertake regular safeguarding and child protection training
- Familiarise themselves with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATIONAL ACHIEVEMENTS QUALIFICATIONS	DfE qualified teacher status A good degree in the subject applied for or commensurate knowledge Evidence of commitment to further personal and professional development	
KNOWLEDGE AND EXPERIENCE	Experience at classroom level with experience of impact in raising attainment and progress Significant knowledge and experience of effective teaching and learning strategies Experience of developing a classroom culture of high expectations of students which promotes excellence	
SKILLS AND ABILITIES	To be an inspirational and motivational leader who is able to effectively communicate the vision and ethos of the department to stakeholders Demonstrate ability to effectively manage a department and balance competing priorities and a busy workload To demonstrate to ability to inspire students and staff to achieve excellent results Excellent behaviour management skills Flexible, adaptable, results orientated, able to prioritise and resilient under pressure Enthusiastic and exceptional teacher; with a proven track record of excellent results in public examinations To demonstrate the ability to build partnerships and work effectively with all stakeholders	



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CORE COMPETENCIES	E/D
Clear understanding and commitment to safeguard and protect children	E
Adopts an inclusive approach to followers and non-followers of the Christian faith and committed to equal opportunities and respecting diversity in all forms	E
Conscientiously adheres to school / trust policies and procedures and works ethically	E
Works in a way, which abides to the school values of Care, Hard Work, Respect, Integrity, Servanthood and working Together	E
Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this	E

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.