



## Twyford Church Of England Academies Trust

"I have come that you might have life and have it to the full" John 10 v10



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## Ealing Fields High School

### Job Description

<b>Job Title:</b>	<b>2 i/c Spanish</b>
<b>Grade:</b>	<b>Main Professional Grade + TLR 2a</b>
<b>Line Manager:</b>	<b>Head of department</b>
<b>Supervisory Responsibility:</b>	<b>Classroom teachers</b>

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### Main purpose of Post

To achieve outstanding outcomes in the Spanish curriculum and wider curricular offer within the MFL department at Ealing Fields High School

- ensure all aspects of schemes of work, curriculum and lesson level resources, as directed by HoD, are outstanding
  - examination outcomes are outstanding
  - ensure a rich wider learning offer is in place
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### Outcomes

#### Supports the Head of Department by:

##### Achievement

- monitoring achievement and identifying/addressing areas of weakness
- ensuring outcomes are outstanding

##### Teaching

- ensuring curriculum and assessment frameworks are clear and support outstanding progression
- ensuring schemes of work and all curriculum resources, as directed by the HoD, are outstanding
- supporting other members of the team to be confident and consistent in their planning and delivery
- ensuring KS3 standardised homework and quarterly assessments are robust, capture assessment objectives well and prepare students adequately for KS4.

##### Behaviour

- ensuring student conduct is uniformly outstanding

##### Leadership

- contributing to a clear vision for the development of the Spanish curriculum and the enjoyment of Spanish
- sharing responsibilities for staff development, training and mentoring.

##### Other

- supporting a wider learning offer which is outstanding.

## **Specific responsibilities and tasks**

### **Achievement**

**Achievement in Spanish is effectively monitored and areas of weakness are identified and addressed**

- Work alongside HoD to analyse results, including specific student cohorts
- Provide regular feedback to the Head of MFL about progress of students, and to discuss issues with delivery and progress as they arise.
- Responsibility for supporting HoD in evaluating prior attainment of students on entry.
- Support class teachers to address underachievement.
- Celebrate student successes.

**Achievement is outstanding at all key stages**

- Identify areas of underperformance and ensure improvement plans drawn up and delivered
- Agree and monitor intervention strategies for individuals / cohorts where appropriate
- Lead / Manage interventions as required (at individual or group level)

### **Teaching**

**Curriculum and assessment frameworks are clear and support outstanding progression in Spanish, as directed by HoD**

- Work with the HoD to review and improve the Spanish curriculum framework
- Liaise with HoD over proposed course changes.
- As directed by HoD, ensure standardised assessments are prepared and shared with teachers, including mark schemes at the start of each quarter
- Provide training and support for staff teams in lesson and curriculum planning
- Ensure all unit overviews, as directed, are clear and use the consistent Copia formats to provide an appropriate framework for the design of outstanding lessons
- Ensure that differentiated schemes of work are refined and improved
- Refine, develop and improve all curriculum resources (including lesson PowerPoint slides, use of Copia, additional online resources, text books as appropriate)
- Ensure that the lesson PowerPoint slides and other teaching and learning resources are outstanding and available on Copia in the consistent format (including differentiated learning outcomes, lesson prep, consistent visual clues for AFL etc.)
- Ensure Copia for the department is well utilised to support students of all abilities to make progress and develop effective independent learning behaviour
- Undertake routine monitoring of learning via formal measures (e.g. work scrutiny/book looks) and casual monitoring (checks of student planners etc.)

**All staff are confident and consistent in the delivery of good and outstanding lessons in Spanish**

- Support the HoD to ensure curriculum and teaching and learning policies for the department are in place and well understood by staff teams
- Ensure good practice guidance/exemplars in relation to teaching and learning are shared

### **Behaviour**

**Student conduct and learning behaviour within Spanish is uniformly outstanding**

- Agree department behaviour policy (in line with whole school policy) and ensure it is consistently used
- Support teachers and trainees in enforcing behaviour rules
- Monitor students' learning conduct and behaviour as a measure of their engagement with Spanish (e.g. work scrutiny/book looks)

- Ensure Whole School policy on lesson prep and homework is consistently and effectively used.

## **Leadership**

### **There is a clear vision for the enjoyment and application of Spanish**

- Development and management of new PowerPoint lesson resources and ensuring that the refinement of the curriculum is outstanding.
- Support the HoD in ensuring all staff understand the vision for improving the Spanish curriculum and are well-trained to support its development.
- Development and management of the wider learning offer is outstanding.
- Support Head of MFL in taking forward formal staffing procedures as required.

### **All teachers within the delivery teams use departmental and whole school systems consistently and well**

- Liaise with Head of MFL in creating a handbook of departmental practices (electronically and in hard copy)
- Monitor day to day classroom practices to ensure they are in line with stated policies
- Undertake effective self-evaluation of Spanish

## **Other**

All staff are expected to make a contribution to the wider life of the school (enrichment activities, clubs, trips and visits or support activities).

*Mainscale job descriptions have been drawn up in line with the National Teachers Standards (DFE 2012); these also apply to all management post holders.*

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## Key measures of success

- 75% of students on target in internal /external assessments
- Internal VA measures
- Performance management outstanding
- Quarterly analyses completed
- Quality assurance of Spanish curriculum is outstanding

## Person specification

	Essential	Desirable
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• University Graduate with a good degree</li> <li>• Qualified Teacher Status</li> <li>• Relevant successful experience as a teacher within a high achieving secondary school</li> <li>• A proven record of success in raising standards</li> <li>• Experience of curriculum development and monitoring delivery at Middle Leadership and whole school level</li> <li>• Experience of the use of student results analysis outcomes to inform practice and target improvement</li> <li>• Experience of curriculum design</li> <li>• Successful experience of managing whole school change</li> <li>• Successful experience of team leadership &amp; management of staff</li> <li>• Knowledge of the requirements of the National Curriculum and KS3/4/5 courses</li> <li>• An understanding of recent curriculum and teaching/learning developments</li> <li>• An ability to develop effective curriculum resources in Y7/8/9 to meet the needs of the full ability range.</li> <li>• An understanding of the strategies required to motivate and enthuse all students across the age and ability range to ensure progression as part of a whole school approach to raising achievement.</li> <li>• An understanding of the processes and techniques required to assess record and report students' learning effectively</li> <li>• A commitment to the principles and practices of Assessment for Learning</li> <li>• A commitment to developing Literacy and ICT skills</li> <li>• An ability to use ICT programmes and packages to promote learning</li> <li>• An understanding of the role of your subject within the wider curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further professional development</li> <li>• An understanding of the importance of, and a willingness to participate in, extra-curricular activities.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A strong commitment to and ability to articulate &amp; model the values of the Twyford Trust</li> </ul>	<ul style="list-style-type: none"> <li>• A practising Christian</li> </ul>

	<ul style="list-style-type: none"> <li>• A firm approach to discipline, and good classroom management skills</li> <li>• An ability to work within, lead and motivate a team</li> <li>• An ability to generate enthusiasm for the MFL</li> <li>• Is committed to the highest standards in all areas of school life (behaviour, academic, enrichment).</li> <li>• Has a strong grasp of contemporary educational issues</li> <li>• A proven team worker with a very strong commitment to collaboration</li> <li>• Has outstanding communication and interpersonal skills</li> <li>• Able to set challenging and achievable targets and ensure their delivery</li> <li>• Good time management/ able to multi task</li> <li>• Willing to contribute to the rich life of the school, including its extra-curricular offer</li> <li>• Clarity of vision/strategic thinker</li> </ul>	
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*The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>*

*You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.*