



**Head of Spanish Department
February 2019**

Responsible to:	Headmaster
Job Overview	To lead, inspire and manage the department so that all pupils have the best possible care, have access to a broad and balanced curriculum and achieve the highest standards, in line with the ethos of the School. As part of a team of Heads of Departments, to contribute to whole school management.
Duties and Responsibilities:	<p>Strategic Direction and Development</p> <ul style="list-style-type: none"> • Create and communicate a shared vision within the Department, which expresses the core values of the whole school, is responsive to local factors, and which motivates and inspires others. • Translate the whole school vision into agreed objectives within the Department. • To chair regular departmental meetings, where minutes are taken, and to ensure the follow up of all action points. • To attend HOD's meetings and represent the Department in this academic forum. • To chair the less frequent meetings of subject representatives. • To maintain a high profile for the subject in the School with pupils and parents and to develop new language-orientated initiatives. <p>Teaching & Learning</p> <ul style="list-style-type: none"> • Promote excellence and innovation in teaching and learning in the Department, ensuring that all boys are prepared properly for the syllabi for the schools at which they intend to transfer at 13+ and have a first hand knowledge of all senior school requirements in modern languages • To oversee, in consultation with the Director of Studies, the schemes of work for your Department, ensuring they are regularly reviewed and updated. To ensure the curriculum is innovative, creative, appropriate to the age of the pupils, and to acknowledge the need to show differentiation to allow all pupils to be challenged and stimulated. • To ensure that assessment procedures are in place and there is an effective recording procedure. • To lead by example in the department, planning and preparing short and medium term plans, and establishing creative and effective approaches to learning and teaching, with high expectations of self and others. • Ensure that individual pupil progress is regularly assessed, recorded, reported to parents and utilised effectively to inform teaching and

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learning.

- To prepare from time to time relevant documentation for parental information, explaining what is being taught and how the department functions.
- To make sure that wall displays are changed twice a term in department rooms.

Leadership and Management of Self and Others

- To inspire and lead staff in the Department.
- To celebrate and promote excellence in the Department, and to challenge under-performance and ensure appropriate action (in consultation with the Headmaster).
- To contribute to performance reviews for all staff in the Department on an annual basis.

Management of Resources

- To submit an annual budget and run it efficiently once it has been agreed by the Headmaster, Bursar and Director of Studies.
- To maintain an up to date list of departmental resources, both hardware and books.
- Identify future resourcing needs and aspirations for the Department for consideration in the School budget planning process.
- To help the Headmaster and senior staff appoint into the department.
- To deploy staff in the teaching programme in consultation with the Director of Studies.

Training and Development of Self and Others

- Develop and maintain a culture of high expectation for yourself and others within the Department.
- To regularly review your own practice, set personal targets and take responsibility for own continuous professional development.
- Ensure that training needs within the Department are identified, appropriately met (with due regard to whole school initiatives) and that all members of the Department are active in their own personal and continuous professional development.
- Ensure that induction arrangements are in place for all new staff, to make them feel welcomed and appropriately briefed to undertake their responsibilities.

Monitoring and Evaluation

- Monitor, evaluate and review classroom practice throughout the Department.
- Ensure that members of the department mark accurately and efficiently to allow teacher assessment to inform future planning.
- Ensure all staff in the department prepare medium and short-term teaching plans.
- Responsible for organising mutual observation within the department.



	<p>General Requirements</p> <ul style="list-style-type: none">• Promoting and safeguarding the welfare of pupils for who you are responsible and with whom you come into contact with.• Maintain high professional standards of attendance, punctuality, appearance and conduct.• Maintain positive, courteous relations with students, parents and colleagues.• Regularly contribute to the School's programme of extra-curricular activities. In particular to play an active part in promoting European languages in school by using language clubs and by organising and leading trips for the boys to France and other relevant European countries.• Maintain good order and discipline among pupils and to support and contribute to the School's responsibility for safeguarding their students.• To attend major school events such as Open Day, Speech Day, Sports Day.• Promote the good name and reputation of the School.• Adhere to School policies and procedures.
<p>Keys Skills & Knowledge:</p>	<ul style="list-style-type: none">• Outstanding practitioner with strong knowledge of child development.• Knowledge of current educational thinking, initiatives and issues.• Knowledge and understanding of safeguarding procedures.• IT literate and understanding of the role of ICT across the curriculum.
<p>Personal Competencies & Qualities:</p>	<ul style="list-style-type: none">• Enthusiastic, inspirational and confident leader, possessing drive, energy and commitment, have a presence which engenders confidence and respect from pupils, staff and parents; leads by example.• Proven ability to inspire pupils.• Ability to handle sensitive situation with tact and diplomacy.• Ability to prioritise own work load, manage a varied workload and delegate appropriately.• Team focused: shares knowledge and information with other members of staff to promote good practice.• Focuses on what needs to be delivered: understands what is needed and responds promptly.• Commitment to the highest standards of educational and pastoral care for all pupils.
<p>Terms & Conditions</p>	<p>Hours of Work</p> <ul style="list-style-type: none">• Core school hours, when all teaching staff are expected to be in work as a minimum, are 8am to 4.30pm each day, plus a proportional share of pastoral and organisational duties.• All INSET days, Open Mornings and other relevant events listed in the School calendar.

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- Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headmaster from time to time.

Safeguarding Children

- Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an Enhanced DBS check.