



**TRINITY CATHOLIC HIGH SCHOOL**  
**(Science and Sports College)**  
**Chairman of Governors: Mrs M Bishop**  
**Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA**

**Teacher of Spanish**  
**Job Description**

**Responsible for Staffing**

- a) Assist HOD with monitoring of record keeping, lesson plans, and marking of Spanish department.
- b) Carry out exercise book/folder audits for KS4 and KS5 Spanish on a half-termly basis.
- c) Complete cross-department exercise book audits at KS4 with the French department as required.
- d) Take an active role in leading the Spanish Department regarding the delivery of the curriculum.
- e) Monitor teaching and learning in the department through lesson observations and learning walks.
- f) Carry out planner checks as required.
- g) Liaise with the Spanish Assistant concerning timetable, resources, attendance and other issues.
- h) Complete Performance Management of Spanish teachers as requested by HOD.
- i) Keep HOD informed of all staffing and exam matters for Spanish.

**Responsible for courses**

- a) Responsible for monitoring Spanish teaching and learning and tracking pupil progress at KS3, KS4 and KS5.
- b) Responsible for exam analysis at KS4 and KS5.
- c) Update Spanish Schemes of Work at KS3, KS4 and KS5.
- d) Monitor and develop A-Level and GCSE courses and resources.
- e) Ensure that all staff in the Spanish Department are fully familiar with the new GCSE and A-Level courses.
- f) Responsible for preparing students for and conducting the Spanish oral exams at A-Level.
- g) Set work for classes of absent staff where need arises.
- h) Research new courses and resources for Spanish.
- i) Co-ordinate and supervise Spanish department at Open Evenings.
- j) Monitor KS5 student attendance at language sessions with the Language Assistant. Organise for letters to be sent to parents in the case of cause for concern.
- k) Advise HOD and notify parents on any cause for concerns at KS5 including attendance, effort and standard of work.
- l) Monitor students that are underachieving in Spanish at KS4 and KS5.

**Responsible for resources**

- a) Liaise with HOD regarding stock requirements for Spanish at all Key Stages.
- b) Update material and resources for KS4 and KS5 Spanish.
- c) Coordinate Spanish department to develop resources to extend Gifted and Talented students.

**Responsible for liaison**

- a) Represent the department at KS4 and KS5 meetings as required and feedback to the department during department meetings.
- b) Liaise with HOD on GCSE and A-Level courses.
- c) Liaise with KS3 Coordinator on promoting languages at KS3/4.
- d) Liaise with KS3 Coordinator on KS3 curriculum.
- e) Submit post-holder reports as required
- f) Undertake duties as required by HOD.

## **Responsibilities for Key Stage 3 Coordinator for enrichment and enhancement of MFL**

### **1. Responsible for Courses**

- a) Monitor and supervise examinations at KS3 in liaison with department.
- b) Produce analysis of exam results for KS3.
- c) Investigate external activities, competitions, courses and events that students can be involved in at KS3 and KS4.
- d) Develop Assessment for Learning at KS3.
- e) Carry out exercise book audit for KS3 on a half-termly basis.
- f) Provide a post-holder report as required.
- g) Undertake duties as required by the HoD.

### **2. Responsible for Resources**

- a) Develop resources for the KS3 in liaison with French and Spanish departments.

### **3. Responsible for Liaison**

- a) Represent the department at KS3 Meetings and feedback to department.
- b) Liaise with external organisations to promote within the school the value of language skills at KS3.
- c) Liaise with Teacher in Charge of French and Teacher in Charge of Spanish to establish links with schools in Spain and France and organise email exchanges between both schools.
- d) Liaise with Teacher in Charge of French and Teacher in Charge of Spanish in investigating and organising a variety of different activities (e.g. competitions, cross-curricular activities) with the aim of increasing recruitment for French and Spanish at KS4)