



**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 in Charge 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 and the FCSE qualification.
- e) Submit post-holder reports as required.
- f) Undertake duties as required by HOD.