



## Northbourne Park School

### Job Description

<b>Job Title:</b>	Head of Spanish (part-time)	<b>Department:</b>	Modern Languages
<b>Location:</b>	Prep / Pre-Prep School	<b>Reporting to:</b>	Director of Studies.

#### Overall Purpose of the Job:

- Lead and manage the Northbourne Park Spanish Department.
- Deliver an exciting and adventurous core curriculum at the Prep School.

#### Principal Responsibilities:

- Contribute to raising standards of pupil attainment.
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for every pupil.
- Ensure that stimulating teaching, at the right pace, is available for all abilities and that interesting resource-led, problem-solving methods are used where appropriate, to enable pupils of all abilities to achieve their own best performance.
- Monitor the teaching of pupils with Special Needs and Gifted & Talented pupils and liaise with the SENco where appropriate.
- Manage all aspects of the department curriculum, subjecting it to regular review, upgrading Schemes of Work in accordance to meeting requirements of the ISEB for examination at 11+ and 13+.
- Keep the department up to date with the latest research, methods and syllabuses for teaching and examining.
- Promote the use of ICT in the department, building its interactive and differentiated visual resources for use on IWBs.
- Forge cross-curricular links with other departments where appropriate.
- Assess, record and report pupil progress, according to the School policy; liaising with pupils, parents, Form Tutors, Director of Studies and the Headmaster as necessary.
- Promote the subject to pupils through a range of extra-curricular activities, trips and visits and exchanges every year, through clubs, societies, inter-house competitions and events and inviting guest speakers into School where appropriate.
- Promote the work of the department to the broader community including regular contributions to the School website, social media, Newsletters, corridor displays and open days.
- Take responsibility for ordering and managing the department budget for books and educational resources.
- Resource and maintain the department and keep an up-to-date inventory, ensuring that there is a high standard of resources available.
- Act within the *NPS Professional Standards for Teachers Policy*.
- Fully endorse, understand and exercise your roles and responsibilities contained within the *NPS Health and Safety Policy and Handbook*
- Promote and safeguard the welfare of pupils and staff according the School's *Health and Safety, Fire Safety, and Child Protection* regulations and guidelines.
- Fulfil other reasonable duties as directed by the Headmaster.

*This job description is subject to review and change as necessary.*

**Decision Making Responsibilities:**

This is a Head of Department position and the post holder is responsible and accountable for the day to day running of the department and required to work independently but within policy, professional standards and budgetary limits.

**Personal Specification (Knowledge, Skills & Attributes)**

**Essential requirements for the role:**

- Degree in Spanish or a native Spanish speaker
- Qualified Teacher status
- ICT and audio/visual literate
- Ability to communicate clearly and effectively
- Imagination, commitment and ambition to inspire pupils to enjoy languages and other cultures
- Flexible and proactive attitude to work
- High standard of personal presentation

**Desirable requirements:**

- Experience working in an IAPS Boarding School
- 

**Safeguarding**

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

*Updated February 2024*