

## **Parrs Wood High School**

Part of Greater Manchester Learning Trust

Wilmslow Road, East Didsbury,

Manchester, M20 5PG

Headteacher: Mark McElwee

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## **Head of Spanish – TLR2C (£6,829)**

**Required for September 2020**

Parrs Wood High School is seeking to appoint an outstanding, well-qualified and committed Head of Spanish. The successful candidate will have the ability to teach Spanish up to Key Stage 5, and preferably French up to Key Stage 4 and will have excellent skills of organisation and communication.

Parrs Wood High School continues to have positive outcomes across three key stages, and we are passionate in our approach to provide a learning environment where students can exceed their academic and social expectations. Our significant improvements have been recognised by Ofsted where we were judged as Good in all areas. We are committed to improving opportunities and life chances for all our students, whether they aspire to Oxbridge Universities, first-class apprenticeship programmes or wish to enter the workplace with training.

Download the job description and an application form from the school website:

[www.pwhs.co.uk](http://www.pwhs.co.uk)

We look forward to your application to join us on our journey to Outstanding.

The Academy is committed to safeguarding and promoting the welfare of children. We therefore follow safer recruitment procedures and successful candidates are required to undertake an Enhanced Disclosure check via the Disclosure and Barring Service, along with other pre-employment checks.

**Closing date: 12:00 Noon Friday 27<sup>th</sup> March 2020**



## **Parrs Wood High School**

### **Job Description: Head of Subject**

#### ***The Post***

The postholder will lead a team of teachers and if applicable a team of support staff and will report directly to the Faculty Director. This post is to promote the subject to pupils, students, parents and other staff. In addition the postholder will advise on the most appropriate course for pupils and students to maximise success in public examinations.

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All appointments will be subject to the satisfactory completion of an Enhanced DBS and other pre-employment checks.

#### ***Principle Responsibilities***

- To ensure that all subject teachers have the highest possible expectation of their pupils
- To develop and implement policies and practices within the subject area which reflect the school's commitment to high achievement, effective teaching and learning
- To ensure curriculum coverage, continuity and progression within the subject area for all pupils, including those of high ability and those with learning needs
- To evaluate the teaching within the subject area and use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
- To establish and implement clear practices for assessing, recording and reporting on pupil achievement in line with school policy and to use this information to recognise achievement and to assist staff in setting targets for further improvement
- To ensure that pupil data is used effectively to secure good progress within the subject area and to provide to all those involved in the delivery of the subject the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.

- To understand CVA scores in order to contribute to improving the faculty and whole school score.
- To liaise on a regular basis with Directors of Learning, Heads of Learning and the Faculty Director on pupil progress within the subject area
- To establish clear expectations and constructive working relationships among those involved with the subject area including through team working and mutual support devolving responsibilities and delegating tasks, as appropriate; evaluating progress and developing an acceptance of accountability
- To ensure the effective and efficient management and organisation of learning resources, including information and communications technology
- To ensure that a system for pupil rewards and sanctions operates within the subject area that is in line with the faculty and school policies.
- To support members of the department in following school behaviour policy and procedure and taking responsibility for the standards of behaviour in the departmental area.
- To manage the subject element of capitation to support and develop learning and teaching
- Through the Director of Faculty make bids to the Headteacher for additional resources/ capitation for developments within the subject area
- To create an effective and stimulating environment within the subject area for teaching and learning.
- To ensure that there is a safe working and learning environment within the subject area where risks are properly assessed.
- To encourage pupils to participate in extra curricular activities related to the subject area
- To motivate both staff and pupils to promote the subject across the school

- To liaise closely with appropriate staff regarding entries to all internal and external assessments.
- To contribute to the training of new teachers through the provision of placements for I.T.T.
- To plan and lead meeting in the department to enable the efficient and effective administration of the department.
- To attend meeting within school and with Subject Leaders from other schools and organisations as required.
- To act as team leader as required for performance management.
- To work with the schools CPD manager to identify training needs and opportunities for staff in the subject area and organise and lead CPD training where appropriate.
- To undertake any reasonable duty at the request and discretion of the Headteacher



**Parrs Wood High School**

**Post : Head of Subject**

***Person Specification***

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|---|-----------|
| Have good academic qualifications relevant to the post  | Essential |
| Have a high regard for young people and the learning process  | Essential |
| Have the ability to articulate and maintain a vision for high quality teaching                              | Essential |
| Have ability to communicate effectively both verbally and in writing  | Essential |
| Have ability to lead a group of staff   | Essential |
| Be efficient, highly organised and able to deal effectively with a heavy workload                           | Essential |
| Have a high level of ICT skills   | Essential |
| Have proven ability to effectively motivate staff and pupils  | Essential |
| Have the ability to establish good working relationships with staff, pupils Parents and the wider community | Essential |
| Able to negotiate objectives with staff that will raise their performance                                   | Essential |
| Show a commitment to subject improvement and be able to demonstrate a present involvement                   | Essential |

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| Have personal impact and presence  | Essential |
| Show ongoing evidence of a commitment to their own personal development and training       | Essential |
| Have energy, dynamism and a sense of humour  | Desirable |
| Have appropriate professional development in preparation for Senior/Middle Management      | Desirable |
| Evidence of further study preferably with a higher qualification                           | Desirable |
| Show a broad understanding of issues relating to the Subject's Curriculum Development      | Essential |
| Have an appreciation of the Subject's potential in enhancing the education of young people | Desirable |

File: Head of Subject