



## Head of Modern Foreign Languages Job Description

**TLR 1c £9,379**

*As in all of our appointments, we are looking for teachers who have a passion for providing an excellent holistic education for students and who would be committed to promoting the school's distinctive Catholic/Christian ethos.*

### **Purpose:**

- To continue to raise standards of student attainment and achievement within the MFL curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within MFL (all languages).
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated MFL curriculum in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher.
- To be accountable for leading, managing and developing MFL.
- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan.
- To ensure a high quality extra-curricular programme is in place in MFL.

**Reporting to:** member of Leadership Team

**Responsible for:** Teaching staff and other relevant personnel within the department.

**Liaising with:** Head/Deputies/Assistant Heads, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, and parents.

### **MAIN DUTIES**

#### **Operational/Strategic Planning**

- To develop and review specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- In conjunction with the HOD (ICT) to foster and oversee the application of ICT in the Department.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary.

#### **Curriculum**

- To liaise with appropriate member(s) of the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan/School Evaluation.
- To be accountable for the development and delivery of the department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- To ensure that a good range of extra-curricular opportunities for linguists is available at each key stage.

**Staff Development:**

- To attend all CPD sessions during time allocated for whole school CPD
- To attend all CPD sessions during time allocated for departmental CPD and arrange provision of CPD for departmental colleagues
- To provide a commitment to ongoing training offered to middle leaders in line with the school's training programme (some of this training may be in addition to that provided by the statutory 5 INSET days)

**Recruitment/ Deployment of Staff**

- To work with appropriate member(s) of the Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the department's support staff.
- To undertake Appraisal Review(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when members of staff are absent, ensuring appropriate cover within the department, liaising with the appropriate member(s) of the Senior Leadership Team.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

**Quality Assurance:**

- To establish the process of target setting within the department and to work towards the achievement of those targets.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- To contribute to the school procedures for lesson observation.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Development Plan.
- To produce an annual examinations analysis and department review as part of the school's self-evaluation cycle.

**Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response.

**Communications:**

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the School Development Plan.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests at Heads of Department meetings and other forums.

**Marketing and Liaison:**

- To contribute to School liaison and marketing activities, e.g. the collection and collation of material for options booklets or the school website.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Evenings and other events.

**Management of Resources:**

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget.
- To work with the relevant member(s) of the Senior Leadership Team in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

**Pastoral System:**

- To be familiar with the School's Safeguarding Policy and to report concerns to the designated Safeguarding Officer.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role.
- To contribute to the school's pastoral programme and other cross-curricular issues according to school policy.

**Teaching:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

**Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
- To continue personal professional development as agreed.
- To engage actively in the appraisal process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.