

JOB DESCRIPTION

JOB TITLE: **Head of Modern Foreign Languages**

JOB PURPOSE: To grow the Modern Foreign Languages department and increase uptake by ensuring the planning, preparation and delivery of high quality lessons across the team, in order to promote effective learning and high levels of achievement and actively promoting the values and aims of the school.

ACCOUNTABLE TO: Senior Leadership Team

LINE MANAGER TO: Modern Foreign Languages Teaching Staff

KEY ACCOUNTABILITIES AS A CLASSROOM TEACHER

These are set out in the Teachers' Standards.

KEY ACCOUNTABILITIES FOR TEACHING AND LEARNING

- To monitor and evaluate the quality of teaching and learning provided by the team by undertaking rigorous self-evaluation using the required procedures, including analysis of performance data, student target setting and personalised learning
- To communicate current progress frequently and make full use of school data systems to track all students including vulnerable groups and more able to implement effective intervention to secure at least expected progress
- To ensure safeguarding is at the heart of all department policy and practice
- To work with staff to improve their quality of teaching and learning, through active quality assurance, monitoring, review and effective staff development programmes, including mentoring, coaching and training
- To assist in the preparation, implementation and evaluation of the School Improvement Plan, including performance management and individual target setting, and learning area target setting
- To monitor the faculty facilities to ensure a stimulating learning environment by maintaining a high level of visibility and presence in the MfL curriculum area
- To develop the curriculum to meet the needs of all students, including their social, moral, spiritual, cultural, intellectual and physical development
- To promote a positive attitude to learning, academic achievement and excellence
- To fulfil all statutory requirements
- To maintain a high level of awareness of the latest curriculum developments and research on teaching and learning and to disseminate and implement them as appropriate
- To take an active interest in one's own professional development
- To be accountable for the progress of students in MfL
- To implement new initiatives to improve teaching and learning outcomes

- To be a role model to other staff in the delivery of high quality teaching and learning and in professional attitudes embrace new whole school developments and expect the same of your team
- To provide opportunities for educational enhancement through extra-curricular activities, trips, visits, events, supplementary lessons etc
- To participate in the recruitment and selection of staff
- To deploy staff in ways which facilitate high quality teaching and learning and allow for staff development

OTHER ACCOUNTABILITIES

- To contribute to the development of school policies and to lead on those policies directly relevant to the learning area
- To liaise with external agencies as appropriate
- To represent the views of the learning area to Governors and the Senior Team
- To contribute to the strategic development of the school
- To support the vision and values of the school
- To ensure the implementation of school policies
- To advise and report to the governing body as required

- To liaise with parents and carers
- To manage allocated budgets effectively and efficiently

RESPONSIBILITIES SPECIFIC TO THIS POST

- *(This would include whole school responsibilities, areas of expertise or professional interest and development and may be related to UPS)*

This post is subject to the current provisions of the School Teachers' Pay and Conditions document.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required. A copy of the school Safeguarding Policy can be found on the school website; candidates should ensure that they have read the Safeguarding Policy.