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| **POST TITLE: Assistant Head of Faculty - MFL** |
| **OVERALL PURPOSE OF THE POST** |
| To support the Head of Faculty in providing professional leadership and management of the faculty in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievment for all students. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| 1. Impact on educational progress beyond assigned students  Working with other relevant teachers in the faculty:   * Identify appropriate attainment and / or achievement targets * Monitor student standards and achievement against annual targets * Monitor planning, curriculum coverage and learning outcomes * Monitor standards of student behaviour and application * Lead evaluation strategies to contribute to overall school self-evaluation * Plan and implement strategies where improvement needs are identified * Ensure that relevant attainment / achievement targets are met   2. Leading, developing and enhancing the teaching practice of others  Working with other relevant teachers in the faculty:   * Maintain personal expertise and share this with other teachers * Act as a role model of good classroom practice for other teachers, modelling effective strategies with them * Monitor and evaluate standards of teaching, identifying areas for improvement * Plan and implement strategies to improve teaching where needs are identified * Induct, support and monitor new staff * Act as an appraisal reviewer for identified teachers   3. Accountability for leading, managing and developing the curriculum  Working with other relevant teachers in the faculty:   * Identify relevant school improvement issues * Define and agree appropriate improvement targets * Co-ordinate CPD needs and opportunities * Evaluate the impact of all improvement activities on the quality of teaching and learning * Provide the Associate Principal (or identified member of the Leadership Team) with relevant subject, curriculum area or student performance information   **Key Accountabilities (reviewed annually):**  To support the Head of Faculty in the development, monitoring, implementation and evaluation of:-   * priorities identified in the whole Academy Improvement Plan * the faculty targets as identified in the Faculty Improvement Plan * the policies and practice specific to the faculty   To support the Head of Faculty in the management of identified members of the faculty. |
| **OTHER** |
| All ACET staff are expected to:   * Appropriately maintain the confidentiality of the working environment; * Promote and support the aims, ethos and vision of the academy/trust; * To comply with all ACET policies and procedures; * To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974; * Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post. * Work in other ACET academies, as required (with travel payment if appropriate).   *The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.* |