



Job Description Head of MFL

Main Purpose

The Head of MFL will work with the Headteacher and Governing Body by:

- To support and contribute to the Catholic life of St Bernard's community
- To ensure the effective education of students in assigned classes in line with departmental and whole school objectives, policies and schemes of work

Duties & Responsibilities

Under the direction of the Headteacher, the Head of MFL will:

- To plan, prepare and deliver engaging lessons and other activities to ensure the effective learning and progress of assigned students
- To participate in departmental self-review activities including departmental development planning
- To employ varied methods of teaching and learning, appropriate to the abilities and aspirations of students and which enable them to take maximum responsibility for their learning
- To maintain effective and accurate records of attendance and progress of students in accordance with whole school and departmental assessment, recording, reporting and marking policies and to use available data to inform planning and preparation
- To consult with and inform staff and parents regarding the progress, attainment, attitude and behaviour of students
- To contribute to the pastoral care and management of student behaviour in accordance with whole school and departmental policies
- To ensure that equipment and resources are kept in good order and that rooms allocated for use are cared for and offer an attractive and educationally stimulating environment
- To participate in the school's Performance Management programme
- To participate in the school's Continuing Professional Development programme
- To participate in the school's monitoring, evaluation and target setting programmes
- To attend all relevant staff, departmental and consultation meetings
- To maintain an awareness of equal opportunity, health and safety and data protection issues and to adhere to any relevant policies in these matters





Specific Roles & Responsibilities

- Further develop a shared vision for the department, which contributes to the vision for the whole school as expressed in the School Improvement Plan
- Be the “Leader of Learning” within the department. Keep the department focussed on the development and improvement of teaching and learning. Encourage experimentation, reflection and sharing of good practice
- Set and deliver high standards within the department in terms of student progress, student behaviour, teaching, assessment and monitoring
- Act as a conduit between the Senior Leadership Team and members of the department and ensure the department makes an active contribution to the development of the school
- Foster student enjoyment of your subject area and create a strong work ethic amongst students in the department. Celebrate student success and reward hard work
- Develop a culture of self-evaluation that provides robust evidence for informing change
- Keep up to date with national developments in the subject area and teaching practice and methodology
- Monitor the quality of teaching, learning, assessment, homework and behaviour in the department and report the findings regularly to your line manager. Use this information to inform change and improve provision
- Regularly update Schemes of Work and note the departmental contribution to literacy, numeracy, citizenship, work related learning, economic well-being and spiritual, moral, social and cultural education
- Set challenging targets for students, staff and the department with reference to the data used and provided by the school and in line with the school system

This job description may be amended at any time following consultation with the Headteacher, and will be reviewed annually.





Person Specification Head of MFL

| Experience | Essential / Desirable |
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| To have taught MFL across the age and ability range, KS3 and KS4 | Essential |
| To have taken responsibility for an area within MFL | Desirable |
| To have taken responsibility for planning, implementing and evaluating schemes of work | Essential |
| Proven experience in the delivery of high-quality teaching and learning especially at Key Stage 4 | Essential |
| Experience of working as part of teams to secure innovation and change | Essential |
| Qualifications & Training | |
| MFL or related degree | Essential |
| QTS | Essential |
| Evidence of recent further professional development | Essential |
| Special Skills & Knowledge | |
| Ability to lead and support staff in the development of effective learning strategies and resources required for borderline students | Essential |
| Ability to analyse student data, provide appropriate intervention to secure student Progress | Essential |
| Knowledge of current educational thinking regarding raising achievement in MFL through teaching and learning styles | Essential |
| To develop resources which facilitates personalised learning and develop an enthusiasm for learning MFL | Essential |
| The skill to coach others to enhance the quality of teaching in MFL | Essential |
| An awareness of the agenda for safeguarding and promoting the welfare of children | Essential |
| Knowledge and understanding of Positive Behaviour Management | Essential |
| Skills/Aptitudes | |
| The ability to use a range of classroom management and teaching strategies | Essential |
| ICT literate | Essential |
| Effective Interpersonal skills | Essential |





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| Teamwork and leadership skills | Essential |
| The ability to network with other establishments to research best practice and implement findings where appropriate | Essential |
| Specific Requirements | |
| A commitment to supporting the Catholic ethos and aims of the school. | Essential |
| Personal Qualities | |
| An understanding of and commitment to equal opportunities issues both within the workplace and the community in general | Essential |
| Conscientious, honest and reliable | Essential |
| Highly motivated | Essential |
| Sense of humour | Essential |
| Personal Circumstances | |
| A disclosure and barring service check at enhanced level | Essential |

