**Director of Languages**

Salary: L6-L10

Contract type: Fulltime

Contract Term: Permanent

Reporting to: Principal / Head of School

Start date: September 2023

## Job Purpose:

The Director of Languages will take a major role in driving forward the vision of the school with all internal and external stakeholders. This will apply to running a high performing Languages department and as an integral member of the Extended Leadership Team.

The Director of Languages is a member of the Extended Senior Leadership Team. This role is therefore one where the skills and expertise of senior leadership are developed in addition to those linked to the leadership of a key faculty within the school. A whole school responsibility will be agreed with the post holder and provision made for them to undertake this whilst in post. Key responsibilities will be:

* To establish outstanding provision within Languages across all key stages. This to include all

systems and structures taking account of the school’s vision and values

* Ensuring the smooth and effective running of the department on a day-to-day basis
* Leadership of a Department Improvement Plan which supports the school’s strategic development plan
* Providing robust and inspirational leadership to the department and wider school
* Always maintaining high visibility and a positive profile around the school
* Support and development of pupils with English as an Additional Language

The Director of Languages is expected to take on additional responsibilities that allow them to develop skills in Senior Leadership

Building on their knowledge and understanding of leadership and the needs of the school, they have the responsibility to drive forward their areas of whole school improvement, working with a wide range of staff in the school to build capacity and to ensure rigorous processes and accountabilities.

## Achievement and Standards:

* To have overall responsibility and accountability for the curriculum and teaching and learning across KS3-5
* Ensure the latest educational research and best practice is used to inform curriculum design and delivery
* To use assessment to track progress throughout KS3, 4 and 5
* To identify individuals and groups who are making insufficient progress, to challenge this robustly and to organise interventions and support to avoid potential underachievement across KS3-5
* To monitor and support the progress of key groups of students (e.g., pupil premium, SEND and ethnicity)
* To lead the Y11/13 intervention programme within the department
* To lead on teacher feedback, home study, the use of whole class assessment techniques, and the daily classroom checks for understanding throughout each lesson
* To take a lead role in Quality Assurance and Curriculum Reviews within the department, including lesson visits, work scrutiny and student voice
* To oversee the mentoring and development of all trainees and ECTs working within the department, ensuring that they are progressing well and being supported as appropriate
* To write an analysis of department performance in public and mock examinations at KS4 and 5 and in student progress and attainment at KS3 following any assessment point
* To recruit students from KS4 to take up courses offered by the department at KS5, including promoting the offer externally
* To support whole school Languages initiatives to promote Languages and the development of Languages across the whole school
* To be responsible for reporting annually to Governors about the work of the faculty in driving school improvement

**Leadership and Management**

To have overall responsibility for the day-to-day performance management of all colleagues in the department

* To write a department SEF and Improvement Plan alongside other Languages postholders which dovetails with the SDP and which lays out strategies for improving student progress at KS3, 4 and 5 within the faculty
* To review progress towards targets and outcomes laid out in the department Improvement Plan and to amend the plan accordingly
* To be responsible for colleagues’ performance management in accordance with school policy,

challenging poor performance and concerns as they arise

* To have overview of each colleague’s CPD needs and to take responsibility for helping each

colleague to fulfil these, including through coaching programmes

* To allocate to each teacher a broad and balanced teaching timetable which has regard for each

colleague’s CPD

* To complete a Department Self Evaluation alongside other postholders and to integrate self-evaluation, performance management, improvement and development planning and monitoring, evaluation, and review into one seamless process
* To take overall responsibility for the faculty budget and to invest in and grow the resources of the department year on year using financial best practice
* To lead and manage any post holders within the department
* To promote strong working relationships between all colleagues, and to facilitate positive relationships between students and staff in the department

This is not a comprehensive list of all tasks that the post holder will carry out. It is illustrative of the general nature and level of the role. The post holder may be required to do any other duties and responsibilities appropriate to the grade and role, as directed by the Principal.

## The post holder will be:

* + An experienced and highly effective Teacher/Middle Leader, with an excellent track record teaching, outcomes, and leadership
  + Someone who passionately believes that all children can achieve, no matter what their starting point, background or needs.
  + A commitment to equality of opportunity and the celebration of diversity

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description and allocation of responsibilities will be reviewed on appointment. Such a review will take place as part of the appraisal cycle and at any other time on request.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.