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## **Job Description – Faculty Leader of Modern Foreign Languages**

<b>Job Role:</b>	<b>Faculty Leader of Modern Foreign Languages</b>
<b>Reporting to:</b>	<b>SLT / Principal / Governing Body</b>
<b>Hours of work:</b>	<b>Full-time</b>
<b>Salary:</b>	<b>MPS/UPS + TLR 2c</b>

### **Job Purpose**

- Be responsible for the leadership, management and organisation of the Faculty.
- Be responsible for the coordination of a Key Stage/Subject within the Faculty.
- Have pastoral oversight of a specific form group.
- Teach French and Spanish and other subjects as appropriate throughout the College to students in KS3 and KS4.
- Be responsible for the learning and achievement of all pupils ensuring equality of opportunity for all.
- Monitor and support the overall progress and development of pupils as a teacher and a Form Tutor.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff, and external agencies in the best interests of pupils.
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document*, and *Teacher Standards*.

### **Safeguarding**

- Take responsibility for promoting and safeguarding the welfare of children and young people within the school, always upholding the School's policies in respect of Safeguarding and Child Protection.

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### **Duties and Responsibilities**

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teachers' Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

#### **1. Faculty Leader**

The Faculty Leader is responsible for making clear and effective decisions about planning, implementing and evaluating the curriculum, leading and managing teaching and non-teaching



staff, and organising faculty resources. The Faculty Leader has overall responsibility for the standard of the students' work and behaviour in the Faculty.

## 2. Development Planning

The Faculty Leader must demonstrate the ability to establish aims and direction for the faculty based on the College's aims and policies, including the following:

- To complete the Faculty Improvement Plan (FIP).
- To construct Faculty Improvement Pupil Progress Plans, taking into account the Whole College Improving Pupil Progress Plan, self-evaluation, national and local developments.
- To ensure the implementation, monitoring and evaluation of the Faculty Plans.
- To prepare the Faculty for Ofsted inspections and any other audit/inspection/review.

## 3. Curriculum

- To establish common standards of practice within the Faculty and develop the effectiveness of teaching and learning.
- To ensure the schemes of work in the Faculty are constructed which satisfy statutory requirements and are compatible with the College's aims, policies, and ethos.
- To monitor and evaluate the schemes of work and modify them in the light of new attitudes and approaches, changed examination syllabi or altered College or national policies.
- In liaison with the SENDCo, if necessary, to ensure that schemes of work are differentiated to meet the needs of individual students.
- To ensure the schemes of work show continuity and progression in:
  - curriculum objectives and content
  - the development of cross curriculum skills
  - teaching and learning strategies
  - assessment of and for learning.
- To ensure the smooth transition between Key Stage 2 and 3, 3 and 4 in order to build on skills, attitudes, knowledge and concepts developed in the primary schools and progressively through the College.
- In consultation with the Assistant Principal – Curriculum & Standards, to assist in the development of cross-curricular themes and priorities e.g. literacy programmes and initiatives.
- To promote teaching and learning strategies within the Faculty which stimulate student interest and involvement in learning which meet the needs of individual learners, drawing on/sharing good practice in other faculties.
- To evaluate educational resources and acquire a range of those which;
  - motivate and interest students
  - meet National Curriculum requirements
  - support the College policy statement on equal opportunities
  - are relevant to the needs of the students and society
  - assist in the development of a range of cross-curricular themes.
- To contribute as necessary to the planning of the College timetable; to advise on the most effective deployment of Faculty personnel.
- To maintain constant awareness of the developments in the Faculty's subjects and bring these to the attention of the Principal.
- To evaluate the suitability of courses offered by the different examination boards and choose those which meet the needs and aspirations of the students.
- To provide progression information about the course available Post 16 by local providers.



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- To ensure that ICT is integrated into schemes of work when appropriate, liaising with the Network Manager over access to equipment.
- To ensure the arrangements of educational visits which aim to support curriculum objectives.
- To ensure that Faculty accommodation/environment promotes the curriculum values and ethos of the Faculty.
- To liaise with other Faculty Leaders and the Assistant Principal – Curriculum & Standards, over the whole College curriculum planning and preparing the College calendar.

## 4. Students

The Faculty Leader should demonstrate the ability to set in place and maintain strategies:

- To establish and maintain high levels of expectations of students.
- To ensure that the College guidelines on behaviour and completion of homework are implemented in the Faculty including the consistent use of the Behaviour for Learning (BfL) system by all staff.
- To organise teaching groups into sets where appropriate.
- To ensure that students are trained in the safe use of equipment.
- To ensure that students and their parents are provided with information and guidance about courses offered by the Faculty at KS4.
- To ensure liaison with the Achievement Coordinators and pastoral support staff over individual student needs.
- To monitor attendance and punctuality of students in the Faculty.
- To assist in the discipline and congratulation of individual students.

## 5. Leadership of the Faculty

The Faculty Leader should demonstrate the ability to lead, motivate and get the best out of others:

- To engender a common sense of purpose, shared vision and sense of mission within the Faculty.
- To delegate appropriate responsibilities and duties to Heads of Subjects/Key Stage Coordinators in the Faculty and to all other members in the Faculty team.
- To formulate a Faculty/Department handbook in consultation with all Faculty members.
- To act as a model of good practice within the Faculty.
- To monitor the consistent use of the BfL and other support systems by all staff.
- To assist with recruitment and appointments.
- To make arrangements for the induction of new staff; to provide a full programme of guidance and support for newly qualified teachers and those returning to teaching; to prepare reports on new staff.
- To liaise with the Senior Leader responsible for Staff Development to promote the professional development of staff within the Faculty. To conduct the performance management process and to set appropriate objectives for staff.
- To identify strengths and weaknesses of staff and take appropriate actions to encourage high morale. To bring to the attention of the Assistant Principal – Teaching & Learning, areas of concern in the professional capability and competency of teaching and non-teaching staff.
- To implement College procedures for the monitoring and evaluation of the work of teachers in the Faculty. To ensure that lesson plans are prepared, schemes of work are followed, student work is assessed, and the reward system is used by staff.



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- To have a thorough knowledge of Faculty staff, support them in the organisation and arrangement of their work; to take an interest in their wellbeing and offer guidance as appropriate.
- To maintain structures for Faculty consultation, communication and evaluation. To hold regular Faculty meetings at which staff feel confident and free to express opinions. To consult with staff and distribute agendas. To ensure that minutes are distributed to members of the Faculty and the Senior Leadership Faculty Link.
- To organise work for absent staff, ensuring that suitable work is set and resourced.
- To assist in deployment of teaching support staff.
- To meet regularly with the Senior Leadership Faculty Link and exchange information.
- To play a full and meaningful role as a member of the Faculty Leaders Team, representing the Faculty and ensuring effective communication with all members of the Faculty, and the implementation of Faculty, whole college, and national policies.
- To ensure that all non-specialist staff (e.g. Cover Supervisors) working within the Faculty receive support and guidance to carry out their teaching responsibilities adequately.

## 6. Resources and Accommodation

To ensure that resources within the Faculty are relevant to curriculum needs and are well maintained:

- To ensure that the learning environment is enhanced and that:
  - Classrooms etc are left tidy and clean
  - Furniture and fittings are kept in good condition
  - Student work is regularly displayed within and outside the classroom
- To be responsible for the Faculty/Department capitation budgets and monitoring spending in the Faculty; the Faculty stock book and the security of this stock.
- To purchase, maintain and allocate resources for the Faculty.
- To liaise with the Business Manager (Heath & Safety Representative) in ensuring that students, teachers and support staff work in a safe and healthy environment.

## 7. Examinations

To ensure the economical, efficient and effective involvement of the Faculty in external and internal examinations.

- To liaise with the Examinations Officer over entry procedures, to ensure that students are entered for the correct external examinations.
- To ensure that all necessary coursework/controlled assessments are dealt with according to regulations and on time; that coursework/controlled assessment are standardised across the Faculty.
- To organise teacher assessments of student work in the National Curriculum and at the end of Key Stage 3, where necessary.
- To analyse examination results/assessments and use these diagnostically to alter tier of entry, plan interventions with students and highlight training needs within the Faculty.
- To liaise with and arrange the visit of external moderators.
- To prepare internal examination question papers in consultation with other members of the Faculty.
- To organise student testing in line with the College assessment calendar, where necessary.



## **8. Target Setting, Monitoring and Reporting**

- To use 3 and 4 levels progress and other performance indicators to help staff to understand the way student targets are set.
- To ensure that staff monitor and report on student targets and progress in accordance with the College calendar, identifying students who would benefit from intervention programmes to improve their performance.
- To plan, organise, monitor, and evaluate intervention programmes.
- To ensure the completion of reports, monitoring and other documents required from the Faculty within the specified timeframe.
- To collate exemplar materials to produce a portfolio of assessment standards appropriate to National Curriculum and GCSE levels of attainment.
- To be informed of developments in assessment procedures as they relate to the Faculty and update/train Faculty staff, as necessary.
- To identify plans for intervention for a targeted group of students who are underachieving.
- To provide Steps to Success grades for students, as per assessment calendar, in order to track progress towards targets within the Faculty and in the whole college.

## **9. Quality Assurance**

- To ensure that College quality assurance procedures are followed in line with the College calendar and the work of the Faculty is monitored closely e.g. scrutinise student work, celebratory postcards/letters.
- To analyse and report on test results, course work/controlled assessments/project marks and examination results as required by the Principal.
- To ensure that departmental quality assurance folders are kept up to date with evidence collated through the College quality assurance procedures.
- To seek opinions through student/parent surveys as required.
- To participate in "learning walks" as required.

## **10. The Community**

- To ensure effective dialogue with parents in accordance with College policies.
- To maintain a dialogue with the support services and advisory staff.
- To assist in the induction of students at all levels of entry into the College.
- To organise the Faculty contribution to Open Evenings, Option Evening, and other transition events/activities.
- To contribute to reports to Governors when required.
- To promote those links with the local community which enhance curriculum provision.
- To liaise with external agencies, as necessary.

## **11. Extra-Curricular Activities**

- To promote the provision of extra-curricular activities and events in the Faculty.

## **12. Subject Coordinator**

- To undertake the role of a Key Stage or Subject Coordinator when required.

## **Notes**

- The post holder will support the distinctive Catholic mission and ethos of the College.



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- The above responsibilities are subject to the general duties and responsibilities contained in the current statement of Conditions of Employment of Teachers and the National Standards.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is current at the date shown, but following consultation, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.
- The duties may be varied to meet the changing demands of the College at the reasonable discretion of the Principal.