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Principal: Mrs C Stanyer

Job Description

Job Title: Head of Department Languages
Responsible to: Director of Languages Faculty

Salary: MPR - UPR plus TLR 2B

VISION AND PURPOSE

- Be accountable to the Director of Languages for the curriculum, learning and achievement of all students within the Languages department.
- To work closely with the Director of Languages to provide high quality leadership and management for the French department.

RESPONSIBLE FOR

- Supporting the Director of Faculty to ensure that all Schemes of Learning are coherent, well sequenced and detailed so that they support highly effective and consistently teaching across the languages faculty.
- Supporting high levels of student achievement by;
 - Tracking student overall attainment and achievement on a regular basis;
 - Analysing whole school achievement data and supporting whole school outcomes, such as Basics
 - Identify when intervention is necessary, particularly to raise GCSE outcomes in French, (e.g. when underachievement is identified, additional challenge and intervention is required); and
 - Meeting with parents/ carers to ensure GCSE students are successful
- Working alongside the Director of Languages to monitor and track teaching and learning across the languages faculty regularly
- Planning highly effective lessons and learning resources that can be used across the faculty to enable all students to achieve highly in each lesson, particularly at KS4
- Designing and providing bespoke, high quality CPD to address areas for development
- Provide 1:1 mentoring and coaching for ECTs, RQTs and non-specialists within languages so that they develop into excellent practitioners
- Modelling high quality teaching consistently and being an exemplary role model
- Leading, inspiring and motivating others to develop their teaching
- Challenging underperformance and providing follow-up actions
- Developing teaching strategies to enable SEND students to be as successful as possible
- Creating the faculty provision map for SEND students and ensuring teachers are using it effectively

Ormiston Meridian Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



- Collaborating with the Director of Faculty in the areas of;
 - The arrangements for the Performance Management and professional development of all members of the subject team
 - The Academy's arrangements for quality assurance processes
- To oversee the arrangements for all subject related extracurricular activities, including off site visits in KS4.

Academy Culture

- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships by maintaining a presence around the academy
- To help develop an academy culture and ethos that is utterly committed to achievement
- To demonstrate a commitment to equality of opportunity for all members of the academy's community
- To actively promote the academy at all times
- To contribute to discussions at meetings
- To contribute to the writing and implementation of the Academy Improvement Plan
- To be active in issues of student welfare and support.

Other

- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.
- To undertake the main professional duties of a teacher as set out in the academy's pay and conditions of service document
- To uphold all academy policies with consistency and diligence.

Performance management

Participating in the academy's arrangements for performance management, professional development and the academy's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of a whole academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, post holders are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this post.

This statement is in addition to, and an amplification of, the duties and responsibilities laid down in the National Teachers Conditions of Service.

Signature:

Print Name:

Date: