



Job Description

Job Profile: Head of Modern Foreign Languages
Reports to: Senior Leader Line Manager for MFL
Location: Testbourne Community School, Whitchurch, Hampshire

Function of the post

Teachers make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

PART 1 You are required to carry out the duties of a schoolteacher as set out in the relevant paragraphs of the current School Teachers' Pay and Conditions document.

PART 2 The post requires you to teach students in the age range 11-16.

PART 3 You are required to carry out such particular duties which form part of the relevant sub-paragraphs and paragraphs of the School Teachers' Pay and Conditions document as the Headteacher may reasonably direct from time to time.

In addition, you are required to undertake the following responsibilities within the framework of the School Policy, LA and National regulations.

To exercise the authority delegated from the Headteacher to ensure that all aspects of the Job Description are effectively delivered within the terms of the School Teachers' Pay and Conditions document and to be accountable for each aspect to the appropriate colleagues as detailed below.

PART ONE: TEACHING

A teacher must:

1. Set high expectations which inspire, motivate and challenge students
 - establish a safe and stimulating environment for students, rooted in mutual respect
 - set goals that stretch and challenge students of all backgrounds, abilities and dispositions
 - demonstrate consistently the positive attitudes, values and behaviour which are expected of students.



2. Promote good progress and outcomes by students

- be accountable for students' attainment, progress and outcomes
- be aware of students' capabilities and their prior knowledge, and plan teaching to build on these
- guide students to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how students learn and how this impacts on teaching
- encourage students to take a responsible and conscientious attitude to their own work and study.

3. Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject

4. Plan and teach well-structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s)

5. Adapt teaching to respond to the strengths and needs of all students

- know when and how to differentiate appropriately, using approaches which enable students to be taught effectively
- have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students' education at different stages of development
- have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

6. Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure students' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons

Teacher: Head of Modern Foreign Languages



Testbourne Community School

- give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.
7. Manage behaviour effectively to ensure a good and safe learning environment
- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
 - have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
 - manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them
 - maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.
8. Fulfil wider professional responsibilities
- make a positive contribution to the wider life and ethos of the school
 - develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
 - deploy support staff effectively
 - take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
 - communicate effectively with parents with regard to students' achievements and well-being.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

- A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.
- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - having regard for the need to safeguard students' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Teacher: Head of Modern Foreign Languages



NOTE 1	The days are to be specified by the Headteacher under paragraph 51.2 - 51.3 of the School Teachers' Pay and Conditions document and the hours allocated by the Headteacher under paragraph 51.4 - 51.12 of the School Teachers' Pay and Conditions document shall be the subject of a separate statement issued by the Headteacher.
NOTE 2	The job description may be reviewed at the end of the Academic Year or earlier if necessary. In addition it may be amended at any time after consultation with you.
NOTE 3	For the purposes of directed time, the school day is from 0825-1700. Teachers will be required to fulfil their 1265 hours within the range of the school day, along with additional parents' evenings and other events that may vary on an annual basis and will be notified via the directed time budget and school calendar.
NOTE 4	Additional non-contact periods above the school's usual allocation may be used for cover periods in excess of 38 hours.
NOTE 5	Provision is made within directed time for a meeting every week. Although these do not necessarily take place every week, staff should ensure they are available for all directed time as required.

Main Responsibilities

Expected - Tasks, expectations & accountabilities for the role at TCS.

LEADERSHIP AND MANAGEMENT

- Be highly competent in managing the behaviour and learning of own classes.
- Create a positive, exciting and stimulating environment focused on learning.
- Make a strong contribution to the department, year group and whole school staff teams.
- Efficiently, appropriately and effectively deploy support staff to improve teaching, learning and behaviour.
- Build very positive working relationships with students, colleagues, parents and members of the community.
- Recognise that schools are very dynamic environments and be prepared to respond to this by taking on specific roles and responsibilities as required at different times during the school year.

PROFESSIONAL EXPECTATION & DEVELOPMENT

- Keep up to date with new pedagogy, new technologies, curriculum initiatives and their use and impact to enhance learning within your subject area.
- Ensure lessons are properly planned.
- Be responsible for all aspects of your classroom its contents and its surrounding area.
- Be responsible for health and safety in the workplace and promptly report defects, accidents or near misses.

Teacher: Head of Modern Foreign Languages



- Contribute to the appropriate section of the School Development Plan, meeting agreed timescales and success criteria.
- Manage learning resources within the classroom including issue, return and ensuring that all resources are looked after.
- Represent the department, as advised, on the appropriate working groups and/or Area Network groups.
- Attend all relevant meetings.
- Recognise that students at TCS are of high ability and consistently and effectively use information about prior attainment to set well-grounded expectations for students.
- Monitor progress to give clear and constructive feedback. Coordinate assessments and plan for timely intervention
- Monitor the quality of the provision, support colleagues and challenge underperformance.
- Promote our learning values and model them to students.
- Have the highest expectations of behaviour and progress.

The Head of Modern Foreign Languages is expected to work together with the School Senior Leadership team to ensure high standards of teaching and learning practice and processes. The duties and responsibilities of a Head of MFL shall include the following:

- Performing the duties of Teacher (see Job Description of a Teacher) and Head of MFL for the subject;
- Actively assisting the Headteacher in ensuring the good professional practice, standards, and quality of teaching and learning of subject/s through proper dialogue with the class teachers and promotes a healthy process of reciprocal informal observation of class teaching practices;
- Advising and contributing to curriculum development at school and system level under the direction and guidance of the Senior Leadership team;
- Co-ordinating the teaching and learning of the subject/s for which one is responsible;
- Setting examination papers, co-ordinating marking schemes and moderating examinations and assessment processes at the school;
- Work with the exams officer and SENDCO to ensure exam entries are done in a timely and accurate manner and access arrangements are in place for those who need them;
- Ensuring timely and adequate provision of textbooks, materials, and equipment required for the effective teaching of the subject across the schools;
- Ensuring that the maintenance and upkeep of equipment related to the subject at school is regularly carried out;
- Preparing specifications and budgets for the requirements of the subject specific teaching tools and equipment;
- Holding and leading regular departmental meetings and ensuring the keeping of minutes.

Professional Characteristics

- Demonstrate essential professional characteristics, and in particular will:
 - Inspire trust and confidence in students and colleagues.
 - Build team commitment with colleagues in the classroom.
 - Engage and motivate students.

Teacher: Head of Modern Foreign Languages



Testbourne Community School

- Demonstrate analytical thinking and positive action to improve the quality of students' learning.
- Demonstrate consistent high regard for the ethos, policies and practices of the workplace.

Student Progress

- Demonstrate that, as a result of their teaching, students achieve well relative to the student's prior attainment, making progress as good as or better than similar students nationally.
- Demonstrate a personal impact on improving outcomes across the school and developing school or workplace practices.
- Demonstrate consistent and effective use of information about prior attainment to set well-grounded expectations for students and monitor progress to give clear and constructive feedback.

Professional Development

- Take responsibility for your own and others' professional learning and demonstrate how this has impacted on your own and others' teaching, leadership and student learning.
- Implement and lead a contribution to enhancing student outcomes particularly at GCSE.
- Be responsible for identifying individual professional learning needs, undertaking regular professional learning activities and maintaining an up-to-date professional learning plan.

Engage in coaching of staff in order to raise student attainment and progress

- Be able to identify where there is a need for coaching or mentoring intervention.
- Demonstrate people and situational management and leadership skills.
- Identify areas for improvement.
- Be reflective and monitor the impact of strategies.

Professional Practice

- Demonstrate and disseminate deep and up to date subject and pedagogical knowledge of teaching in the subject and take account of relevant wider curriculum developments.
- Attend relevant meetings, read widely and ensure exposure to published materials.
- Disseminate best practice in the form of newsletters, INSET days, coaching, sharing of research, CPD and meetings.
- Demonstrate consistent and effective planning of lessons and sequences of lessons to meet students' individual learning needs and support others in doing so.
- Understand and apply effective behaviour management by using a range of appropriate strategies and develop the practice of others.
- Effectively use homework and other extra-curricular learning opportunities.
- Positively target and support individual learning needs.
- Make a personal, distinctive and exceptional contribution to the school improvement plan.
- Have significant impact on improving teaching, learning and behaviour management across the department and school through outstanding professional dialogue, coaching and mentoring.
- Be able to evidence significant impact on the development of others.

Teacher: Head of Modern Foreign Languages



Testbourne Community School

- Make a significant contribution to the development of policies and develop others in upholding them.
- As an experienced coach and mentor, support others in developing their coaching and mentoring skills.
- Lead in the development of policies and practice.
- Initiate and innovate in areas of school policy to support others in making a significant contribution.

Contribute to the Ethos and Wider Effectiveness of the School

- Demonstrate responsibility for professional learning and use the outcomes to improve teaching and students' learning.
- Keep up to date with research and information and disseminate it to colleagues.
- Attend relevant network meetings and disseminate relevant information.
- Effectively share outcomes of professional learning with colleagues.
- Be a performance management reviewer and ensure that the team makes significant impact on student progress, learning or behaviour across the school.
- Demonstrate an active contribution to the policies, aspirations and values of the school.
- Make a significant contribution to delivering school leadership priorities.