

JOB DESCRIPTION

Job title	Head of Department - MFL
Grade	MPS/UPS TLR
Responsible to	Assistant Principal - Curriculum
Responsible for	The learning of students, their well-being and their annual achievement in all teaching groups and coaching groups
Effective from	01 September 2022

Summit Learning Trust Mission Statement

Strength through diversity
Ambition through challenge
Excellence through curiosity

Leadership and Strategy

- Monitor, lead and support those members of staff in the direct reporting line on areas of their remit.
- Ensure all academy protocols, routines and expectations are met by all staff in their area.
- Have responsibility for all results, assessment data, achievement, progress and attainment in the subject area/s.
- Support the Trust in the implementation of strategies to raise standards in the subject area/s.
- Manage the deployment of staff in their subject area/s, including support staff, to ensure the rapid improvement of all outcomes for all young people, working with line manager to establish challenge, accountability and clarity of expectation for all.
- Create the department timetable using any model/s provided.
- Ensure the development and improvement of all staff in the subject area/s.
- Manage formal processes affecting staff in the subject area/s at the direction of senior staff, for example; absence reviews, capability procedures in line with academy policy etc.
- Ensure the appropriate management and support of NQTs and trainees in the subject area/s.
- Manage the quality of cover work and provision made during staff absence in the subject area/s, ensuring it is of high standard.
- Uphold the school's behaviour management systems within the academy system and ensure all staff are following procedure.
- Design, trial and evaluate strategies for improvement of teaching and learning quality within the subject area/s and in line with whole academy strategies.
- Oversee faculty CPD requests.
- Formalise the intent of the curriculum in your subject area.
- Develop curriculum plan with the department.
- Successfully implement the curriculum plan created.

- Measure the impact of the curriculum plan introduced
- Be confidently able to speak to external visitors (OFSTED) about your curriculum vision and the impact of the vision.
- Meet with line manager weekly and complete any action points raised at the meeting.
- Manage a budget and ensure appropriate values of probity and integrity are part of the financial and resource management process.
- Liaise with senior staff regarding all recruitment staff needs.
- Carry out, delegate, oversee, but be accountable for QA in the subject area/s including assessment sampling, standardisation, moderation and learning walks.
- Lead effective self-evaluation procedures in subject area/s and work as a member of the middle leadership team to ensure this is fed into whole academy self-evaluation.
- Attend middle leaders' meetings and prepare, lead, record and report on faculty meetings.
- Analyse data, plan interventions and manage staff to ensure the highest standards of learning and progress are achieved within the subject area/s.
- Encourage research into teaching practice, be a role model in the effective self-reflection required to be an effective practitioner.
- Ensure that the faculty contributes to enrichment opportunities for young people in the academy.
- Take part in the Performance Management programme, reviewer and reviewee.
- Be active in keeping up to date with the latest developments in education and the subject in particular.
- Engage in CPD and liaise with subject staff to ensure that key CPD learning is embedded within lesson planning.
- Ensure that school assessment policy is rigorously met within the department.
- Meet all expectations of academy policy, including adherence to safeguarding.

General Responsibilities and Duties:

- To carry out the professional duties as set out in the current Teachers Standards and School Teachers' Pay and Conditions documents and any other duty requested by the Principal.
- To be a consistently 'good' and often 'outstanding' teacher who meets the relevant set of personal professional standards for the specific pay phase, and takes responsibility for personal professional development.
- To act as a role-model for students and other members of staff and represent the school in a manner consistent with its ethos and values.
- To ensure that all work with students underpins and promotes the school's ethos and values as reflected in the mission statement of the Summit Learning Trust.
- To promote and safeguard the welfare of all students at Cockshut Hill School.

Specific Duties:

Have knowledge and understanding of:

- The school's mission statement, aims, priorities, targets and balanced scorecard and the mission of the Summit Learning Trust.
- Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils' attainment and progress.
- The characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
- New subject-specific pedagogies and research and their potential impact.
- The implications of the Code of Practice for Additional Educational Needs for teaching and learning.

Planning and target-setting

- Set high expectations and targets for students in every group taught based on the data provided.
- Ensure that context sheets are created, updated and used effectively to promote high quality personalised teaching, learning and interventions.
- Work with the SENCO, and any other staff with Additional Educational Needs expertise, to ensure that individual education plans are used to set subject specific targets and that work is matched well to students' needs.
- Contribute to and follow the short, medium and long term plans for teaching and learning to promote progress.
- Contribute to whole-school aims, policies and practices including those in relation to safeguarding, behaviour, bullying and racial and homophobic harassment.

Teaching & Managing Student Learning

- Be at classroom door to welcome and dismiss students from lessons.
- Ensure that roll call and class registers are marked punctually and accurately and are kept up to date as required by law and effective safeguarding procedures. Monitor attendance and punctuality of groups of students and individuals and take appropriate action to address any issues.
- Ensure all teachers in the department are correctly issuing ambition stamps for every lesson.
- Highlight positive performance and recognise it and reward it appropriately.
- Utilise appropriate behaviour management strategies and adhere to the whole school Behaviour for Learning policy and procedures.
- Monitor the behaviour incidents logged on Arbor by department staff and then provide necessary support for staff where required.
- Ensure the progress of every student within each lesson, across sequences of lessons and throughout modules/schemes of work.
- Utilise a range of appropriate teaching strategies to ensure lessons have pace and variety.
- Ensure that teaching reflects the diversity of backgrounds of students and promotes mutual respect.
- Ensure that teaching caters for the full range of learning styles of student
- Ensure that assessment and attainment data informs teaching and that students understand how to improve and make progress.

- Ensure effective development of students' literacy and numeracy skills through the subject.
- Contribute to the SMSC agenda across the curriculum.
- Use the SOAR initiative to commend exceptional application and quality from students.
- Encourage all teachers to contribute to the promotion of careers and enterprise within the department

Assessment & Evaluation

- Adhere to the whole school system for recording and reporting individual student performance ensuring compliance with all deadlines.
- Establish clear targets for students' achievement and evaluate attainment and progress for all students.
- Use data effectively to identify individual students and student groups who are underachieving and, where necessary, create and implement effective plans of action to support these students.
- Contribute to regular curriculum review to help maintain a relevant, stimulating and innovative curriculum provision.
- Participate in lesson observations and other measures to monitor the delivery of learning outcomes and quality of teaching and implement measures to address any improvement issues identified.

Working with Staff & Other Adults

- Attend meetings as requested.
- Establish clear and constructive working relationships with other staff in the team.
- Establish good working relationships and practices, focused on maximising progress with allocated teaching assistants.
- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets as required.
- Establish a partnership, where possible, with other schools, to support transitional development within the subject, across key stages.

General

- Oversee the sustained development and regular organisation of any relevant extra-curricular activities and visits which extend learning beyond the classroom, including within a performance or competitive arena.
- Be open to the possibilities of outreach work within the Summit Learning Trust or across the South Birmingham SCITT.
- Any other appropriate and reasonable activity as may be directed from time to time by the Principal.

Notes

- The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	