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| **POST TITLE: Head of Faculty (MFL)** |
| **OVERALL PURPOSE OF THE POST** |
| Supported by the Assistant Vice principal for Secondary MFL, to provide professional leadership and management of the MFL faculty in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| 1. **Impact on educational progress beyond assigned students**  Working with other relevant teachers in the MFL faculty and supported by the Assistant Vice Principal:   * Identify appropriate attainment and / or achievement targets * Monitor student standards and achievement against annual targets * Monitor planning, curriculum coverage and learning outcomes * Monitor standards of student behaviour and application * Lead evaluation strategies to contribute to overall school self-evaluation * Plan and implement strategies where improvement needs are identified * Ensure that relevant attainment / achievement targets are met   2. **Leading, developing and enhancing the teaching practice of others**  Working with other relevant teachers in the MFL faculty and supported by the Assistant Vice Principal:   * Maintain personal expertise and share this with other teachers * Act as a role model of good classroom practice for other teachers, modelling effective strategies with them * Monitor and evaluate standards of teaching, identifying areas for improvement * Plan and implement strategies to improve teaching where needs are identified * Induct, support and monitor new staff * Act as an appraisal reviewer for identified teachers   3. **Accountability for leading, managing and developing the Humanities curriculum**  Working with other relevant teachers in the MFL faculty and supported by the Assistant Vice Principal:   * Identify relevant school improvement issues * Define and agree appropriate improvement targets * Co-ordinate CPD needs and opportunities * Evaluate the impact of all improvement activities on the quality of teaching and learning * Provide the Principal (or identified member of the Leadership Team) with relevant subject, curriculum area or student performance information   4. **Line management responsibility for all teaching staff within the Humanities faculty:**  Working with other relevant teachers in the MFL faculty and supported by the Assistant Vice Principal:   * Ensure that appraisal arrangements are effectively discharged * Monitor and evaluate the contribution and impact of other staff to school improvement across key stages / departments * Plan the deployment of staff expertise to achieve school improvement objectives * Take initial responsibility for the management and welfare of staff   **Key Accountabilities (reviewed annually):**  To develop, monitor, implement and evaluate: -   * priorities identified in the whole Academy Improvement Plan (AIP) * the MFL faculty targets as identified in the Faculty Improvement Plan (FIP) * the policies and practice specific to the MFL faculty   To be responsible for: -   * the MFL curriculum, and working collaboratively with the Senior Leader in the deployment and management of unqualified teachers on one of the routes into teaching |
| **OTHER** |
| All ACET staff are expected to:   * Appropriately maintain the confidentiality of the working environment; * Promote and support the aims, ethos and vision of the academy/trust; * To comply with all ACET policies and procedures; * To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974; * Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post. * Work in other ACET academies, as required (with travel payment if appropriate).   *The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.* |