BRIDGE ACADEMY TRUST

THE RAMSEY ACADEMY, HALSTEAD

Job Description

Job title:	**Head of MFL**
Responsible to:	Headteacher, line managed by Deputy Headteacher or Assistant Headteacher where appropriate
Responsible for:	Student progress and achievement Effective teaching in the specified subject area Support staff assigned to the area The effective leadership of the Curriculum Area.
Salary/grade	Leadership Scale Points 3 - 5

Main purpose:

- To effectively lead and manage the Curriculum Area.
- To be a role model for outstanding classroom practice.
- Ensure that students achieve to the best of their potential.
- Use data effectively to identify areas of weakness and plan appropriate interventions.
- Support other Curriculum Area members to use data effectively to identify areas of weakness and plan and execute challenging and differentiated lessons.
- Maintain high academic standards.
- Generate and maintain enthusiasm for the subject(s) in both students and staff.
- Nurture a team ethos within the Curriculum Area which is mutually challenging and supportive.
- Maintain a curriculum which is appropriate, challenging and inspirational.
- Carry out the duties of school teacher as set down in the teacher's Pay and Conditions documents.

Main tasks:

1. **Student Achievement**

- Monitor the progress of all students within the Curriculum Area by rigorous and thorough analysis of each data collection.
- Ensure that staff are assessing student progress accurately and robustly by setting regular Assessment Tasks across each year group. Ensure that the assessments are moderated to ensure reliable data is used for analysis.

- Identify underachievement and with Curriculum Area members establish action plans to improve progress, share these plans with Curriculum Area members and oversee implementation. Monitor the impact of these interventions.
- Ensure that all colleagues are confident with using the available class data to inform lesson planning to ensure that progress can be made in every lesson.
- Ensure that all students have access to their target and current level/grade/flight path.
- Liaise with other Curriculum Leaders, Subject Leaders, Raising Standards Leaders and the SENCo to support intervention plans.
- Ensure that praise and sanction systems are applied consistently to reinforce positive learning experiences for students.
- Implement monitoring, assessment, recording and reporting procedures in line with Academy Policy.
- Ensure that all colleagues are aware of any subject targets that have been set and support colleagues in working towards meeting them.

2. Teaching and Learning

- Ensure that productive discussions of effective teaching strategies are central to the work of the faculty. All members of the Curriculum Area should be expected to be reflective practitioners who regularly review their own and colleagues practice in a constructively, critical way.
- Ensure that schemes of learning are regularly reviewed and updated to provide challenge, differentiation and progress for pupils
- Actively promote the Ramsey Runway 10 as the basis for good/outstanding teaching and learning.
- Use the most current data to inform the placement of students in appropriate classes which will support progress in their learning.
- Provide guidance for colleagues on how to deliver the curriculum to pupils of differing abilities.
- Ensure that the Curriculum Area keeps up to date with national and local developments and be prepared to share good practice within the college and beyond.
- Ensure that the Curriculum Area implements the delivery of cross-curricular issues; literacy, numeracy, SMSC, ICT.
- Ensure that quality homework is set and marked in accordance with Academy Policy.
- Ensure that students work is regularly assessed and that all students have clear indications about how to make progress which they are responding to.

3. Monitoring and Evaluation

- To monitor and evaluate the curriculum to be delivered, all aspects of teaching and learning, assessment, recording and reporting, planning at all levels and the implementation of the Curriculum Area development plan through:
    - Teaching & Learning Reviews
    - Assessment Reviews
    - Learning Walks
    - Moderating assessment tasks
    - Data analysis
    - Response to Ofsted or Internal Self Reviews
- Work with SLT to carry out periodic Internal Self Reviews.
- Monitor the implementation of the Curriculum Area (and subject) Improvement Plan.

4. Strategy and planning for improvement

- Produce an annual Improvement Plan for the Curriculum Area (and different subjects within the Curriculum Area) which supports the School Improvement Plan and addresses any issues within the Curriculum Area or specific subjects within the Curriculum Area.
- Monitor progress of the implementation of the Curriculum Area (and subject) Improvement Plans.
- Report back on progress made in implementing the Curriculum Area Improvement Plan to SLT and Governors as required.

5. Student work ethos and behaviour

- Promote a positive profile of the Curriculum Area across the school and seek to ensure that students are motivated and enthusiastic when learning in the Curriculum Area.
- Take responsibility in dealing with problems of discipline within the Curriculum Area in accordance to Academy policies.

6. Parental involvement

- Ensure that all colleagues within the Curriculum Area contact parents appropriately in line with the Behaviour Policy.
- Respond to parental enquiry within 2 school days.
- Ensure that colleagues attend relevant parents' evenings.

7. Staffing leadership and management

- To exercise a leadership style which promotes high academic achievement and good staff morale.
- Play a full part in making sure that the Curriculum Area operates consistently in accordance with Academy policies.
- Promote and actively inspire a team ethos.
- Keep SLT informed of key issues in the Curriculum Area by preparing for line management meetings thoroughly.
- Ensure that all colleagues are effectively line managed.
- Act as team leader for Performance Management.
- Ensure that ECTs and any MEITT student teachers are effectively mentored and supported.
- Liaise closely with the timetable co-ordinator to maximise effective deployment of staff and effective setting of students.
- Actively encourage and support staff to access CPD opportunities.
- Encourage and promote the interests of Curriculum Area staff, including giving professional help, advice and support to colleagues and by delegating Curriculum Area responsibilities as appropriate to skills and potential.
- Advise SLT on recruitment and participate in the selection of staff.
- Oversee the work of Student Co-educators and LSAs within the Curriculum Area and liaise with the SENCo to ensure that students are supported appropriately in the classroom.
- Co-ordinate and/or contribute to staff support plans where necessary.

8. Organisation and administration

- Organise and chair meetings and briefings in line with the Academy meeting structure.
- Provide written information for the Academy prospectus, option booklet, website and any other publications.
- Liaise with outside agencies, feeder primary schools, post 16 providers, local industry and the wider community.
- Liaise closely with the Exams Officer and ensure that all exam papers for internal examinations are prepared and duplicated in good time.

- Liaise closely with the Exams Officer to ensure that all deadlines are met with regards to exam entries and the completion of mark sheets.
- To organise appropriate revision sessions in order to support student success in external exams.
- Ensure that appropriate cover work is organised for classes being covered by supply teachers or cover supervisors.

9. Learning beyond the classroom

- Promote activities beyond the taught day which gives students the opportunity to continue their personal and academic development
- Organise trips and visits which will extend learning and promote interest in the subjects of the faculty.
- Ensure that there are opportunities and activities available during the academic year which will engage and stretch the most able and talented.

10. Resources, Health and Safety

- Ensure that curriculum areas are safe, well maintained and attractive both in classrooms and common areas.
- Co-ordinate the effective and fair distribution of teaching resources and equipment.
- Maintain an inventory of all subject equipment and resources.
- Be accountable for the deployment of Curriculum Area funding.
- Create a striking and individual identity for the Curriculum Area.
- Ensure that all Curriculum Area members implement best practice as laid out in the Safeguarding policy to ensure the safety and welfare of the whole school community.

In addition, you will be required to fulfil any reasonable task as determined by the Headteacher.

March 2022