**JOB DESCRIPTION**

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

|  |  |
| --- | --- |
| **Title:**  Head of French | Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching & learning experiences.  All staff within the school share a responsibility to uphold the school’s basic standards in their role as a Tutor/adult within the organisation e.g. uniform, lateness, behaviour etc.  **Job Purpose:**  To support teaching staff in delivering the highest quality learning experiences in order that all our students achieve their potential.  To support the outcomes of young people by performing the following Duties and Responsibilities:  **Duties and Responsibilities**  ***Impact on educational progress beyond your assigned students***  1.To ensure a dynamic and engaging curriculum that provides continuity and progression in the subject/s for all students, and that appropriate use is made of baseline & progress data.  2.To ensure that regular termly and systematic student attainment tracking checks are carried out, followed up, reported as appropriate & information used to eliminate ‘gaps’ in students’ progress.  3.To work closely with the faculty team to ensure the effective management of students, placing emphasis on a positive system of care and support, social and personal development  4.To take account of the needs of ALL students including disadvantaged and those on the SEND Register, ensuring appropriate.  5.To ensure the effective development of students’ literacy, numeracy and ICT skills through the subject  6.To ensure all guidelines and requirements of vocational qualifications are adhered to consistently and without exception.  7.To oversee arrangements for homework/independent and Guided Learning and work experience.  8.To oversee preparation of students for all assessment and examinations in the subject/s and reporting to parents  9.To monitor student attendance at and behaviour in lessons and liaise with the Heads of Year, tutors and families.  10.To encourage the display and celebration of students’ work in the school  11.To lead on the recruitment of students to relevant KS4 & 5 subjects  12.To liaise with parents and students providing guidance for options, 16+ and HE courses  13.To organise annual trips abroad and establish strong links with a partner school.  ***Leading, developing and enhancing the teaching practice of others***  1.To keep up-to-date with local and national developments within the subject and with wider professional policy changes  2.To ensure that staff development needs are identified and appropriate steps taken to meet them  3.To be responsible for the quality assurance of all faculty work  4.To promote teamwork to enhance the quality of teaching and learning, motivation and working relations of staff  5.To take part in the school’s ITT programmes  6.To ensure that faculty development reflects the school’s Improvement Plan priorities  7.To lead the develop of professional capital (collaboration) and intelligent accountability within the faculty.  ***Accountability for leading, managing and developing a subject or curriculum area or student development across the curriculum***  1.To lead curriculum development within the team  2.To ensure that staff are following agreed curriculum policies and that appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies are in place in the faculty  3.To ensure that provision is made for differentiation within the teaching of the subject  4.To work within the Extended leadership Team to ensure that LPGS provides excellence in all we do and develops students that achieve their potential.  5.To ensure effective curriculum planning in the particular contexts of timetabling, examinations, assessment, SEN and attendance  6.To carry out a systematic programme of book sampling and similar curriculum audits and report outcomes to the Deputy Head Curriculum  7.To assist with buildings and premises development issues where these affect the faculty, taking responsibility for the condition of the subject area teaching spaces and showing a particular concern for health and safety issues  8.To create and maintain a stimulating environment for teaching and learning  9.To ensure that the improvement plan’s targets are kept in sustained focus throughout the year’s cycle  ***Line Management and leadership responsibility for a significant number of people***  1.To maintain a handbook or data base containing all relevant policies and schemes of work  2.To ensure that monitoring of teaching and learning takes place to ensure common standards across the team and that action follows from the conclusions drawn  3.To ensure the welfare, performance management and training of staff  4.To ensure that work is provided where staff are absent and to contribute to the monitor of the impact of longer term staff sickness of classes’ learning and progress, recommending necessary action  5.To provide disciplinary support to staff  6.To liaise with outside agencies as appropriate and actively support the school’s enterprise and partnership work  7.To administer the faculty budget in line with the school’s financial procedures  8.To ensure that faculty staff present themselves professionally at all times and that they realise what sort of role models they should be for students  9.To value and contribute to the school’s achievement culture, to its commitment to raising standards, and to its specialist school ethos and priorities  10.To advise the Deputy Headteacher Curriculum on staffing deployment and participate as required in staff appointments |
| **Postholder:** |
| **Date appointed:** |
| **Date appointed to this Post:** |
| **Date of this Job Description**  October 2022 |
| **Salary Point:**  MPS/UPS (Outer London)  TLR 2b |
|  |
| **Immediately responsible to**:  Head of MFL Faculty |
| **Important Relationships:**  All faculty staff  Other members of ELT  SLT |
| **Job Purpose:** |
| **Job Purpose:**   * + To be directly responsible for the attainment and achievement of students and raising standards in subject area   + To develop and enhance the teaching practice of others in delivering dynamic, effective, inclusive and memorable learning experiences   + To be committed to collaborative working practices and intelligent accountability   + To lead, manage and develop the subject area   + To be responsible for the learning environment within the areas of the school that the faculty is housed.   + To manage and deploy teaching / support staff, financial and physical resources   + To work with the Headteacher and governors in ensuring that school policies and procedures are understood and implemented by staff and students, especially with regard to health & safety, risk assessments, COSHH, equality of opportunity and social inclusion   + To assist the Headteacher in managing the school or such part of it as may be determined by the Headteacher and carry out other duties as may be requested from time to time   + To value and contribute to the school’s achievement culture, to it’s commitment to self-evaluation and improvement, and to its school partnerships |

To carry out the general duties and responsibilities of a professional school teacher as contained in the latest School Teachers’ Pay and Conditions Document

# Agreed and signed

Postholder ................................................ Date ……..............................

Headteacher ................................................. Date ……..............................