

JOB DESCRIPTION

Job Title: Head of French
Reporting to: HOF Modern Foreign Languages

Purpose:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

Important Functional Internal Relationships:

Headteacher, Chair of Governors, all teaching and support staff, Site team, pupils

Important External Relationships:

The public, LA officers, parents, visitors

Curriculum:

- To liaise with HOF MFL and SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the subject / curriculum area.
- To plan and prepare lessons thoroughly according to the school guidelines on teacher planners and philosophies of the Curriculum Area.
- To lead curriculum development for the whole subject / curriculum area.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To ensure that the development of the subject is in line with national developments.
- To liaise with the curriculum lead on maintaining accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills and numeracy in the subject in liaison with the appropriate Co-ordinators.
- To be responsible for the development of literacy in liaison with the Literacy Co-ordinator.
- To teach students according to the educational needs in line with school policy and departmental teaching schemes.
- To mark students' work on a regular basis according to curriculum area policy and school marking guidelines.
- To assess and maintain accurate records of individual students according to the school's assessment, recording and reporting policy.

- To contribute to the further development of appropriate assessment strategies and procedures for evaluations.
- To set homework according to the agreed timetables for each year group.
- To promote the highest possible academic standards and set high expectations for students.

Resources

- To be responsible for the care and retention of resources when they are being used by students.
- To be directly responsible for setting useful work when absent from lessons.
- To be responsible for maintaining the fabric of the classroom environment according to curriculum area policy.
- To enable students to produce display work and ensure that such displays are regularly changed in order to provide a stimulating and challenging working environment.

Communication

- To maintain close contact with appropriate line managers.
- To attend relevant school meetings whenever they are called.
- To be responsible for communication with parents, according to school policy, the progress made by the students in their care.
- To advise and tutor pupils in order to maintain sound personal relationships and encourage high expectations and standards of learning.
- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Pastoral Welfare

- To accept full responsibility for the behaviour of pupils in your charge and implement the school policy on the 'Positive Management of Pupils' Behaviour'.
- To praise pupils; achievement by ensuring that merits and commendations are regularly awarded.
- To liaise with tutors and Heads of Department and seek support, where appropriate, according to the school referral policy.
- To oversee the welfare and care of pupils in your classes in order to promote a happy, safe and relaxed learning environment.
- To set an exemplary role model for pupils.
- To be a tutor, if required, and oversee both the personal, social and academic development of your tutor group liaising with the PSO and HOY as appropriate.

Professional Development

- To engage in the induction programme for new staff and newly qualified teachers.
- To keep up to date by reading about the subject/area of expertise; sharing new knowledge with colleagues; attending courses; and liaising and learning from other teachers.
- To be appraised and seek to improve your performance both professionally and personally.

Life of School

- To be willing to contribute to extra-curricular activities by extending curriculum opportunities eg subject clubs, revision classes etc and/or enhancing the curriculum eg coaching teams, organising sports events, chess club, information technology club, school productions etc.
- To promote the mission, vision and values of the school at all times.

'This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'