

## JOB DESCRIPTION

Position Title:	Head of Languages	Date Finalised	April 24
Salary:	MPR/UPR + TLR2b		
Contract Type:	Permanent		
Hours:	Full Time		
Department:	MFL		
Reports to:	Associate Leader		
Job Summary/Purpose			
<p>To lead, develop, support and hold accountable a team of staff to ensure high standards of teaching and learning and the wellbeing of staff and students within the MFL department, so that all students can make appropriate progress.</p> <p>The Head of Languages will develop, lead and manage the effective delivery of the curriculum, enabling our students to progress and reach their full potential in MFL. You will share the responsibility in promoting outstanding teaching and learning within this department.</p>			
The Department			
<p>Students are allocated a language on admission to Calthorpe Park School This is either French, German or Spanish. Students continue studying this language until the end of their KS3 studies.</p> <p>Currently, students at Calthorpe Park School follow a 3 year GCSE curriculum. At KS4 students can opt to continue with the language that they have studied at KS3 to GCSE level. French, German and Spanish are all taught to GCSE level. The uptake in languages is very good and the Modern Foreign Languages results are excellent.</p> <p>MFL at Calthorpe Park School is taught in mixed ability groups. The focus of the curriculum is to challenge and inspire students to have a lifelong love and appreciation of foreign languages and cultures. Although the learning of language and grammar is crucial, the department also focuses greatly on the acquirement of skills to build on the students’ independence and resilience. The majority of students have a very positive attitude towards their MFL lessons.</p> <p>The MFL curriculum has been carefully curated to develop students’ linguistic ability, to allow students the opportunity develop real world skills. We use a variety of real-life resources, whether it be audio, visual or texts in the relevant language. This allows for an innovative and modern curriculum not constrained by textbooks, and which reflects modern life in the countries where the target language is spoken. At KS4, the AQA syllabus is followed for French, German and Spanish.</p> <p>There are currently 5 languages classrooms, and each teacher has their own classroom. Each classroom is equipped with a brand new interactive whiteboard.</p> <p>In the past, we have successfully run trips for each language - to the German Christmas markets, Lille, Paris and Barcelona.</p> <p>The Modern Languages Department has extremely high expectations and standards of behaviour and progress. We are immensely proud of the mutual respect which exists between staff and students and the high levels of engagement and motivation demonstrated by Calthorpe students. Results in the department at KS3 and 4 have always been significantly higher than national statistics and have been in the county top 10%.</p>			

## **Primary Responsibilities**

### **Leadership of Teaching & Learning**

- Ensure that the teaching of languages has a very high profile in the life of CPS.
- Promote an enthusiasm and a passion in students for Modern Foreign Languages.
- Have a clear vision regarding how Modern Foreign Languages should be taught, developed and assessed in light of curriculum changes across KS3 & 4.
- To contribute to the curriculum development of whole the department, working with colleagues teaching French, German & Spanish.
- To implement, provide and engage pupils in an appropriately broad, balanced, relevant and ambitious curriculum which is accessible to students.
- To monitor and support the overall progress and development of students as a teacher / form tutor.
- To contribute to raising standards of student attainment and to ensuring that within the context of the school that value is added.
- To be responsible through effective teaching and consistent adherence to the school's aims and policies for assisting students to learn effectively, develop personally and achieve their individual potential.
- To engage in the opportunities provided by the school for personal and academic growth.
- Ensure that the department demands the highest expectations of all students.
- Ensure effective use of data to promote students' learning and embed aspirational target setting across all key stages and for all student groups.
- Identify underachieving pupils and ensure that appropriate intervention is conducted and monitored and ensure parents / carers are kept well informed.
- Lead the development of appropriate resources – both in and out of the classroom; marking policies; assessment strategies etc, working collegiately and collaboratively with MFL colleagues.
- Ensure that the subject is accessible and inclusive to all students including those with AEN and from disadvantaged backgrounds.
- Assist in the implementation of the behaviour management system within the subject area so that effective learning can take place through 'Disruption Free Learning.'
- Lead the team to promote extra-curricular opportunities for all students.
- To carry out professional duties as detailed in the Conditions of Service.

### **Management**

- Assist with MFL performance management reviews for subject staff.
- Ensure that subject team meetings are run effectively and efficiently and used to share good practice.
- Assist with producing the department's improvement plan in line with the school SIP and ensuring it is regularly evaluated and reviewed.
- Promote and safeguard the health and safety of pupils within the department.
- Ensure the department fulfils its role in promoting British Values, the subject within CPS and contribute subject information for school newsletters and web site as required.
- Support subject staff in student disciplinary matters, ensuring that school policies are followed.
- Ensure the subject fulfils its cross-curricular role(s) i.e. Citizenship / Literacy / Numeracy / Enterprise / ICT/ EDI
- Ensure that the information given to the examinations officer for is accurate.
- Develop enrichment activities to enhance teaching and learning including exchanges, trips and competitions. Monitoring and Evaluation.
- Monitor and evaluate the quality of teaching and learning within lessons.
- Regularly review and update schemes of work / learning, so that the curriculum is rich, relevant and engaging.
- Develop, monitor and evaluate student performance in external and internal assessment.
- Lead staff through internal and external subject reviews and inspections, including Ofsted.
- Promote and understand subject requirements with parents and other stakeholders and encourage their involvement in students' learning.
- Ensure staff are continually developing as professionals.
- Promote high levels of subject literacy and numeracy.

<b>Curriculum Provision &amp; Development</b>	
<ul style="list-style-type: none"> <li>To assist the Associate Leader / relevant Deputy, Headteacher to ensure that the department / curriculum area provides a range of teaching which complements and supports the school's aims, priorities and policies.</li> </ul>	
<b>Are there line management responsibilities?</b>	Yes
<ul style="list-style-type: none"> <li>Align team members with Calthorpe Park School's vision and priorities.</li> <li>Work with team members to set their performance objectives which are in alignment with CPS objectives.</li> <li>Create an environment within the team that inspires high performance and hold all team members accountable to performance objectives and behaviours standards.</li> </ul>	
<b>Other relationships within the school i.e. which parts of the school will this role work closely with?</b>	
All other curriculum areas	
<b>External Relationships i.e. which external stakeholders will this role work closely with?</b>	
Parents / Carers	
<b>Critical Skills</b>	
<ul style="list-style-type: none"> <li>A teacher must set high expectations which inspire, motivate and challenge pupils.</li> <li>Promote good progress and outcomes by pupils.</li> <li>Demonstrate good subject and curriculum knowledge.</li> <li>Teach to the Top and provide appropriate scaffolding and support to enable all students to achieve their potential.</li> <li>Make accurate and productive use of assessment.</li> <li>Make accurate and productive use of assessment.</li> <li>Manage behaviour effectively to ensure a good and safe learning environment.</li> <li>Fulfil wider professional responsibilities.</li> <li>Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.</li> <li>Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.</li> <li>Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.</li> </ul>	
<b>What financial responsibility (if any) does this position have? No</b>	
<b>Experience, Qualifications, Technical Requirements, Education</b>	<b>Required/Preferred</b>
QTS Status	Required
Knowledge and understanding of the curriculum subject	Required
Able to make good use of ICT as a learning resource	Required
<p><i>Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.</i></p> <p><i>Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.</i></p>	