



TEACHING STAFF

JOB DESCRIPTION

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| ROLE TITLE | Head of MFL |
| LOCATION | Breckland School, flexible across the Trust |
| GRADE / SCALE POINT – SALARY | MPR/UPR + TLR2 |

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

In addition to those professional responsibilities which are common to all teachers in the school, the post holder's key accountability will be for raising standards of teaching, learning and attainment within the MFL Faculty and throughout the school.

KEY TASKS & RESPONSIBILITIES

In addition to your classroom teacher duties you will;

Ensure smooth running of the MFL Faculty. The Head of MFL will be part of the Middle Leaders group, who, with SLT, provide the strategic steering group for the school. You will be expected to contribute to initiatives to improve and develop the school's response to feedback from external sources.

PROFESSIONAL RESPONSIBILITIES

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

Making an impact on the educational progress of students beyond those directly assigned

- To ensure that students experience an educational programme that is personalised to the particular needs identified through a robust assessment system, including literacy, numeracy and provision for the more able
- To monitor and evaluate the quality of teaching and learning within the faculty through a schedule of lesson observations, learning walks and work scrutiny
- To ensure that lessons within the faculty are good or better and provide challenge and excitement
- To lead the development of the knowledge rich curriculum within the faculty, including the development of long term plans and schemes of work by subject specialists

Leading, developing and enhancing the teaching practice of others

- Share judgements about the quality of teaching and learning with teachers and associate staff where appropriate
- Identify key professional development needs and liaise with the Senior Leadership Team to co-ordinate relevant CPD for the faculty and the wider school
- Ensure that CPD needs are met in-house through the provision of high quality coaching and mentoring
- The post holder will be professionally accountable for the work of colleagues, acting as appraiser to others
- The post holder will be responsible for the induction of new staff in the faculty

Strategic / operational planning

- To develop faculty policies, plans, targets and practices within the whole school context
- To devise, implement and monitor the Faculty Improvement Plan in line with the School Improvement and Development Plan
- Monitor the day-to-day use of the Faculty work areas to ensure appropriate use of spaces and resources
- Expand the range of outside agencies worked with to develop work-related learning and enterprise to enhance learning and teaching throughout the Faculty

Communication

- Ensure that student attainment information is shared with colleagues within and beyond the Faculty to secure student progress
- Organise, chair and set the agenda for Faculty meetings
- Liaise with the Senior Leadership Team on staffing vacancies and staffing needs to meet the requirements of the curriculum through effective timetabling
- To meet fortnightly with the Senior Leadership Team line manager to evaluate student progress and teaching and learning in the Faculty and plan accordingly

Undertake such other duties that may be required at the request of the Principal and Senior Leadership Team.

This job description will be reviewed regularly and may be subject to modification and amendment after consultation.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

| | Essential | Desirable |
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| Education & Qualification | <p>Honours Degree (First or Second Class)</p> <p>Qualified Teacher Status – PGCE or equivalent</p> <p>Evidence of applying continued professional development</p> | <p>Higher professional qualification</p> |
| Knowledge & Experience | <p>Successful experience of teaching in the subject across the full age range of a secondary school</p> <p>Experience of teaching a wide range of abilities</p> <p>Proven record as a teacher whose pupils reach high standards of learning and achievement</p> | <p>Current/recent responsibility post within a department</p> <p>Experience of pastoral/tutor role</p> |
| Skills & Abilities | <p>Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments.</p> <p>A clear understanding of the characteristics of high quality teaching and learning and achievement for all pupils.</p> <p>Knowledge of current issues and recent developments in the curriculum area.</p> <p>Capacity to use ICT as integral part of teaching.</p> <p>Knowledge and understanding of the value added agenda, including levels of progress.</p> <p>Ability to lead initiatives, support the process of change and work effectively in a team.</p> <p>Ability to prioritise, plan and organise. Secure commitment to a clear aim and direction for the subject.</p> <p>Understanding of safeguarding and promoting welfare children issues.</p> <p>Understanding of equal opportunities.</p> | <p>Understanding of particular needs of pupils with SEN.</p> <p>Awareness of factors affecting language and learning across the curriculum.</p> <p>Knowledge/involvement in other cross curricular initiatives/projects or whole school developments.</p> |
| Personal Qualities | <p>Enthusiasm for the subject. Ability to use own initiative.</p> <p>A commitment to the vision of the school.</p> <p>A commitment to inclusive education.</p> <p>Ability to form good working relationships with pupils and staff.</p> <p>High standards and expectations Ability to use pupil assessment data to raise achievement.</p> <p>Outstanding communication skills.</p> <p>Reliability and integrity.</p> <p>A commitment to safeguarding and promoting of welfare of children issues.</p> | <p>A willingness to contribute to extracurricular activities.</p> <p>A vision for the development of the department.</p> <p>A commitment to personal and professional development.</p> |