

# Job Description

## Head of MFL



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.

### **MAIN PURPOSE OF THE POST**

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.

### **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.

# Person Specification

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