



**Location:** Brookfield Community School, Chatsworth Road, Chesterfield, Derbyshire S40 3NS

**TLR:** Redhill Academy Trust TLR 2a £8,279

**Responsible to:** Senior Leadership Team

**Post objective:** To develop excellence in pedagogy and accelerated progress for all students in your subject area. To also be responsible for department staff with responsibility allowances, teaching staff, other relevant personnel and students within the subject area.

#### Leadership Behaviour

- To demonstrate a positive attitude in leading teaching.
  - To fulfil the role of the lead professional, maintaining high standards in all aspects of teaching and professional behaviour, and seeking continuously to improve.
  - To lead motivate, support, challenge and develop staff to secure improvement.
  - To lead on whole school e-safety working with the Designated Safeguarding Lead and Pastoral Leaders.
  - To evaluate work undertaken by teams and individuals ensuring that there is clear delegation of tasks and devolution of responsibilities.
  - To ensure that the most effective use is made of department staff, participating as appropriate in the timetabling process.
  - To ensure strategic planning and day-to-day working practices support the aims of the school.
  - To teach in an exemplary manner, and to model to staff and students consistently excellent and professional behaviour.
  - To be a presence around the school, promoting both the ethos, spirit and the letter of school policies.
  - To promote within the Subject, school and the Academy Trust, a professional atmosphere of friendliness, support and rigour, and an enthusiasm for improving standards of learning.
  - To be professional, friendly and respectful towards all colleagues and to address any concerns through proper channels.
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- To implement and sustain effective systems for the management of staff

performance incorporating appraisal and targets for teachers, including targets relating to students' achievement.

- To ensure that the school's Behaviour Policy is fully implemented by staff.
- To line manage named groups of staff both teaching and non-teaching.
- To celebrate and praise the achievements of staff and students.
- To monitor the quality of learning in line with the school's policies.
- To praise and seek to spread good practice and to take immediate and robust action to bring about improvement where practice is less than good.
- To demonstrate a positive attitude in leading the Department.
- To ensure that resources are ordered in good time and within the Department budget, and that they are maintained safely and in good order.
- To be a spokesperson, when occasion arises, for the school and its aims.

### Curriculum Planning

- To ensure that detailed schemes of work are planned for all courses run by the Department.
  - To ensure that formative and summative assessment is integrated into the schemes in line with the school's policies.
  - To delegate, as appropriate, the development of schemes of work to groups of staff, giving a lead on the key elements to be covered and monitoring and supporting their work so as to ensure high standards of teaching and learning on the courses planned.
  - To ensure schemes of work support a range of learning and teaching approaches, including the use of ICT, and focus appropriately upon any strands of learning that may be important for identified cohorts of students (e.g. literacy, numeracy, learning through a foreign language, work related learning etc).
  - To ensure that schemes of work embrace and build upon national best practice and other developments in learning and pedagogy.
  - To ensure that examination courses are planned very precisely in terms of the current syllabus and that assessment activities prepare students well for the examination and are graded to give an accurate measure of performance.
  - To ensure either that schemes of work provide extensive support to teachers in producing lesson plans, or embrace model lesson plans.
  - To train and coach departmental staff in the effective use of schemes of work and teaching materials and to access support for staff as appropriate from partnerships, Chief Examiners, Academy Trust colleagues and other sources of expertise.
  - To plan for changes to the curriculum ensuring that the Trust and school's priorities are fully supported, that future developments in the national picture are fully anticipated and that maximum use is made of 'gained time', INSET days and other available development time.
  - To ensure that the structure of the curriculum supports personalisation for all students.
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- Develop programmes and schemes of work which develop skills in e-safety.

### Assessment and Monitoring

- To ensure that students are entered appropriately for examinations and to liaise closely with the Examinations Officer over entries and the checking of entries and results.
- To ensure that the school's Assessment Policy is fully implemented.
- To ensure that assessment is used to promote high quality learning and that assessment activities are designed to meet the range of purposes outlined in the school's Assessment Policy.
- To ensure that assessments are planned to align with the school's assessment calendar.
- To ensure that main assessments are designed in terms of syllabus assessment objectives and assessment criteria, and are weighted in line with syllabus weightings.
- To ensure that main assessments accurately measure the units of work they are meant to cover and do not anticipate elements of the terminal examination that have not yet been covered.
- To participate in the school's procedures for target setting.
- To monitor the performance of students in both external and internal examinations.
- To ensure that the potential grade thresholds of groups, their behaviour and their academic potential are all fully considered in the deployment of staff.

### Behaviour

- To ensure that the school's Behaviour Policy is fully implemented within the Subject/Department.
- To be a port of call for any concerns over behaviour in the department and to deal with poor behaviour and its causes robustly and as soon as is practicable. Where a student has been removed by a senior/pastoral leader, to liaise with him/her and to ensure that the matter is brought to a satisfactory conclusion and that any underlying causes have been dealt with
- To liaise closely with Heads of Department, Pastoral Leaders, Tutors and Support Staff over attainment, behaviour and attendance, and to be available to respond to the concerns of parents/carers
- To help plan a rota of duties so that common areas around the Department are properly supervised.

### Communication and Marketing

- To attend Parents' Evenings, Open Evenings and Options Evenings and other evenings as appropriate and ensure that the work of the Department is demonstrated in an informative and engaging manner.
- To liaise directly with parents/carers maintaining a manner that is friendly, helpful and professional.

### Duties

- To carry out duties in accordance with published schedules, or in response to reasonable requests within the scope of directed time.
- To carry out any other reasonable duties as assigned by the Head of School.
- Additional specific responsibilities may be allocated on appointment on consideration of the strengths of the successful candidate and the needs of the Trust.

### Other Specific Duties

- To implement a curriculum offer which ensures high participation within lessons and that any barriers to engagement are removed.
- To lead extra-curricular activities and enrichment programmes that engage a wide range of students and provide well managed and exciting opportunities within the school and Trust for all students.
- To continue personal development as agreed in Teacher Appraisal meetings and identified in Department Improvement Plans.
- To play a full part in the life of the Academy Trust community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy Trust's business dress code.
- To be a mentor to students on a 1:1 or small group basis.
- To undertake additional responsibilities and duties as required by the Head of School.
- To promote and implement the Trust's Equal Opportunities Policies in all aspects of employment and service delivery.
- To assist in maintaining a tidy, healthy, safe and secure environment and to comply with the Academy Trust's Health & Safety Policy, undertaking risk assessments, as appropriate.
- To promote parental and community involvement in the life of the Academy Trust, including attending Parents' Evenings and other curriculum/pastoral events, as required.
- To attend regular meetings before and after school hours including morning briefings.
- To undertake any other duty as specified by School Teachers' Pay and Condition Body (STPCB) not mentioned in the above.



# BROOKFIELD COMMUNITY SCHOOL

## Head of MFL

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Qualified teacher status An Honours degree Appropriate qualifications to teach MFL to GCSE and A Level Evidence of appropriate professional development	
<b>Experience</b>	The ability to demonstrate an understanding of: <ul style="list-style-type: none"><li>• Curriculum development</li><li>• Pastoral and staff development</li><li>• Administration</li><li>• Financial management</li></ul> Understanding of departmental development planning and monitoring Contributions to the development of a professional staff team through collaborative working	Experience of departmental development planning and monitoring Experience of managing change
<b>Knowledge</b>	Knowledge of educational legislation as it relates to Geography Knowledge of educational issues including: <ul style="list-style-type: none"><li>• National curriculum and curriculum change</li><li>• Teaching and learning strategies</li><li>• ARR</li><li>• Target setting</li><li>• Inspection</li></ul> Strategies to raise the attainment of students	

<p><b>Skills</b></p>	<p>Excellent teacher with strong classroom management skills                  Effective team member                  Excellent interpersonal and communications skills                  Good presentation skills                  Excellent organisational skills                  Ability to prioritise effectively                  Ability to work under pressure                  Promotion of the ethos and values of Brookfield Community School and The Redhill Academy Trust</p>	<p>Think creatively and imaginatively to anticipate, identify and solve problems                  Develop, maintain and use an effective network of contacts</p>
<p><b>Qualities</b></p>	<p>A passion for working with young people and families                  A commitment to inclusive education                  A strong belief in a 'commitment to excellence'                  Innovative                  Highly respected by students and colleagues                  Energy, drive and enthusiasm                  Sense of humour                  Constructively self-critical                  Ambition for self and others</p>	<p>Achieve challenging professional goals                  Personal ambition</p>