

WYMONDHAM COLLEGE JOB DESCRIPTION

HEAD OF MODERN FOREIGN LANGUAGES (MFL)

| | |
|---------------------------------|---|
| Line Managers job title: | Senior Leadership Team designated line lead |
| Salary: | MPS/UPS with TLR 2.3 |
| Tenure: | Permanent |
| Contract type: | 52 weeks |
| % of FTE | Full-time |

THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as Head of MFL.

Wymondham College seeks to recruit an excellent, highly effective teacher with well-developed leadership skills, enthusiasm and commitment to provide leadership to the Modern Foreign Languages Department. The successful candidate will lead a team of teachers and will be responsible for the academic development of students.

The ideal candidate must be able to teach both **French** and **Spanish** at KS3, ideally both languages to KS4, and a minimum of one of the 2 to KS5.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

Personal Qualities. Wymondham College expects its teachers to have the following personal qualities:

- Be a graduate teacher of Spanish and French;
- Be willing and able to teach Spanish and French at all ages and ability within the College;
- Be an innovative, independent thinker with the capacity for strategic thinking.
- Be creative and proactive in finding solutions;

- Be flexible and adaptive to changing needs and priorities;
- Be resilient, calm and tenacious under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;
- Able to reason their educational philosophy, in tune with the school ethos;
- Be willing to contribute to the extra-curricular life of the school ;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and students about their subject;
- Be highly self-motivated, able to energise and motivate others;
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

Professional Competence. Wymondham College expects its teachers to have the following professional competences, or in the case of newly qualified teachers, the College would expect them to develop the following competences:

- Be an Outstanding Teacher (or have the potential to be) with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for students and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and students;
- Liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies in the pursuit of continued improvement;
- Excite and engage visitors about the College at Open Evenings and all other events;
- Have very high expectations of the learning of all students at all times;
- Work with colleagues to ensure embedded transition from Key Stage 3 to 5.

The qualifications and experience required of the Head of MFL are:

- Have qualified teacher status.

JOB SPECIFICATION

General Responsibilities

The Head of MFL will be responsible to the Principal for teaching classes in the College using their skill, experience and best endeavours and in accordance with Teachers' Standards. The post-holder will abide by the Code of Conduct for Staff and Volunteers at Wymondham College. A contribution to the wider life of the College is an expectation of all staff, for example by supporting the extra-curricular activities within the Department.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Planning

- Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focused teaching.
- Assist in the development of schemes of work, teaching resources, marking policies and teaching strategies alongside other teachers and the subject lead.
- Assist in the development of the subject curriculum, ensuring the continued relevance to the needs of pupils.
- Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning, setting clear targets for pupils' learning based on prior attainment.
- Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs.
- Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use, and that resources are used effectively.

Teaching

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils' prior knowledge.
- Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring that they are all able to progress to their potential.
- Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback.
- Use assessments of pupils' progress to inform future teaching.
- Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
- Share and support the school's duty to provide and monitor opportunities for personal and academic growth.

Managing pupils

- Adhere to the processes outlined in the school's Behaviour Policy, ensuring that any poor levels of behaviour are dealt with appropriately.
- Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time to promote good levels of behaviour.
- Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of resources.

Additional Responsibilities

- Lead colleagues effectively and hold staff to account
- Work strategically and operationally to tight deadlines
- Help to build and sustain a cohesive department that achieves at the highest level on every measure and to hold teachers, and all staff, tightly to account for all aspects of their professional responsibilities and outcomes.
- Secure continuous improvement and development in every area of the department raising standards and producing the highest levels of student achievement to ensure student targets are met or exceeded
- Effectively help to lead, manage and deploy teaching and support staff within the department to ensure the highest student outcomes
- Contribute to, and drive forward, the school's vision, values, aims and policies as a Middle Leader and ensure that they are translated into action across the department and the school
- Ensure that the department has a demonstrable impact in terms of attainment, participation, enrichment and whole-school ethos.
- Liaising with and support all other departments in the MAT, Teaching and Learning SLT, other Curriculum Leaders, Learning Support, Parents/Carers and external agencies.
- Establish and implement a strategic vision for the department
- Lead the preparation for and implementation of actions from the Department Review Process, Department Development plan and other School Self Evaluation processes, ensuring that they result in demonstrable improvements in the outcomes of all students and groups of students
- Participate in the recruitment and selection of teachers, and other staff, as appropriate
- Participate as a line manager in the staff appraisal process
- Develop and deliver a programme of extra-curricular activities within the Department;

- Be willing to share teaching strategies and resources and deliver CPD within the department/College;

- Contribute towards the wider college community;
- Be a Tutor and play an active role in House-based tutor activities;
- Participate in the staff performance management and appraisal process;
- Participate in, and where appropriate, contribute to the College programme of Continuing Professional Development.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

The post-holder will be auto enrolled to join the Teachers' pension scheme.

REMUNERATION

Salary Details:

- MPR minimum to UPR maximum

The post attracts the following additional allowances:

- TLR: 2.3 £7,368 per annum

All payments are pensionable under the Teachers' Pension Scheme.

A willingness to undertake boarding duties is a requirement in the first year. Additional Boarding Emoluments are paid to staff undertaking boarding duties. Non-Resident Boarding Tutors (NRBTs) are paid an hourly rate starting at £19.73 per hour (depending on service and experience) for duties as part of a team supervising a boarding house in the evening.

Wyndham College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.