



## Maidstone Grammar School *for Girls*

*Non sibi sed omnibus*

### **Head of MFL Department Job Description**

#### **Core Purpose**

The role of the Head of Department is to provide effective leadership in their specific subject areas and to build a team which can provide high quality teaching and learning in the specific subject areas. They are responsible for raising student attainment and achievement within their curriculum areas.

#### **The post holder will:**

- Report to the Deputy Headteacher or Assistant Headteacher
- Carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991
- Provide professional leadership and management within the Department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students
- Be responsible for the overall management of the teaching of the Department and the learning and progress of students in the Department
- Be committed to professional self-development in order to carry out the job successfully

#### **Leadership**

- Line manage members of the Department
- Where necessary, have responsibility for a subject within the Department; with all that this entails; see 'teacher in charge' job description
- Co-ordinate the Department's contribution to the School Development Plan
- Provide a link between the Department and the Leadership Group. Feed back results of all monitoring activities
- Maintain a Department "SEF" and handbook updating as required and presenting annually to SLT
- Provide an annual Department results analysis
- Liaise with colleagues in other Departments and the Leadership Group
- Have responsibility for Department budgets within the Department and ensuring that they are utilised effectively

#### **Teaching and Learning**

- Ensure that teaching within the Department is of the highest standard through differentiated Schemes of Work, appropriate deployment of staff, use of targets and implementation of School policies.
- Monitor, formally and informally, teaching and learning in the Department and its languages
- Review regularly all aspects of the Department's work to ensure progress
- Maintain records to demonstrate this

#### **Management**

- Create and maintain clear Department documentation (SEF, Schemes of Work, Handbook)
- Manage and organise resources
- Evaluate Schemes of Work

- Initiate and manage change to raise standards where necessary
- Lead Department meetings
- Set targets for the Department and monitor those targets against student performance
- Represent the Department at Curriculum Group Meetings

### **People and Relationships**

- Act as a reviewer in the annual Appraisal Cycle
- Develop the role of members of the Department, in particular TLR post holders, by providing support and challenges for all aspects of their work
- Induct new staff in the Department
- Manage serious issues of behaviour management within the Department in line with school policy

### **Health and Safety**

- Implement the Health and Safety Policy of the School, including the production of subject specific Health and Safety Policies where relevant
- Monitor all rooms and stock cupboards for faults, deficiencies, damage, cleanliness and hygiene
- Include Health and Safety on the Agendas of Department Meetings at least termly

### **Assessment**

- Oversee the assessment and recording of students' performance in the subject(s) in line with School policy and process
- Monitor the performance of students across the school in the subject(s) through the use of Department and whole school data
- Ensure that whole school assessments are in place by the published deadlines and that moderation procedures are completed before being passed to a member of the Leadership Team
- Ensure that appropriate baseline assessments are carried out to assess intake standards
- Track student progress over time within the Department

### **Student Support**

- Identify students who are under-achieving in the Department and liaise with the Head of Study as necessary

## **Person Specification**

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school. Thank you.

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Good honours graduate</li> <li>● Good secondary school qualifications</li> <li>● Qualified teacher status</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Passion for Languages and an ability to communicate this to others</li> <li>● Ability to inspire and motivate others</li> <li>● Capacity for hard work and high expectations of self and others</li> <li>● Supportive approach to others, and an ability to relate well to colleagues and students</li> <li>● Ability to lead a team, and to work well within teams</li> <li>● Ability to make difficult decisions</li> <li>● Generosity of spirit</li> <li>● High expectations of students</li> </ul>

	<ul style="list-style-type: none"> <li>● Willingness to contribute to extra-curricular activities</li> <li>● Some experience of leading a team</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>● Excellent teaching skills</li> <li>● Excellent communication skills</li> <li>● Excellent capacity for leadership and management</li> <li>● Understanding of the importance of modelling in leadership</li> <li>● Good communication skills, including the effective use of ICT</li> <li>● Thorough knowledge of the subject</li> <li>● Understanding of the impact of Language skills across the curriculum</li> <li>● Strong organisational skills</li> <li>● Ability to use monitoring and evaluation to raise achievement, including of the most able</li> <li>● Ability to prioritise own workload and that of others</li> <li>● Ability to evaluate the work of the department and to maintain focus on improvement</li> <li>● A knowledge of current educational developments</li> <li>● Ability to create a positive, inclusive learning environment</li> </ul>
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>● Experience of teaching one modern foreign language to A level and another to GCSE</li> <li>● Achievement of excellent results for students</li> <li>● Evidence of a commitment to professional development</li> <li>● Some experience of leadership</li> </ul>

***Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.***

*A forward-thinking community with a tradition of excellence*