



**St Laurence School**

## **Job Description**

**Title of Post:** Head of MFL Department

**Scale:** TLR 2b

### **Contract Terms**

This is subject to the Conditions of Employment listed in the School Teachers' Pay & Conditions Document, Teacher Standards and Keeping Children Safe in Education.

### **Fundamental Tasks:**

To provide professional leadership and management of the Department, to secure high quality teaching and learning and effective use of resources, leading to high achievement for all students. To teach students within the School and carry out such duties as are reasonably assigned by the Headteacher to ensure the effective operation of the School.

### **Working Relationships:**

The postholder is responsible to the Headteacher in all matters and also to:

- The SLT link for the Department.
- The Head of House in matters relating to the role of Tutor.

The postholder is responsible for:

- All staff allocated to work in the Department.

The postholder will have a working relationship with other Heads of Department through meetings within the school calendar.

What follows is NOT an exhaustive list of tasks but indicates the key areas of responsibility which fall under the Head of Department role.

### **Key Roles and Responsibilities:**

#### **Curriculum and Teaching & Learning**

1. Develop the curriculum intent and implementation for the Department, in line with St Laurence ethos and values, and regularly monitor its impact for all groups of students.
2. Support teachers in the Department in developing and maintaining high quality teaching and learning, so that all groups of students make good progress.
3. Promote excellent standards of behaviour for learning, upholding the St Laurence ethos, values and expectations and supporting staff in following systems consistently.
4. As required, liaise with colleagues in school and parents / carers about student behaviour or interventions and support Department staff in so doing.

5. Lead the Department's planning and evaluation, using concise formats provided by the school, in response to student achievement data, internal and external evaluation and whole school development priorities.

#### **Leading and Managing Staff**

1. Devolve responsibilities and delegate tasks as appropriate, including any extra-curricular provision associated with the Department.
2. Play a leading role in recruitment and work with the timetabler and SLT link to deploy staff effectively across the Department.
3. Develop excellence in team working, including the sharing of good practice and being available to staff for support and guidance.

#### **Deployment of Resources**

1. Allocate available resources efficiently to meet Department priorities and to achieve value for money.
2. Implement and operate day-to-day the school's Health and Safety policy and ensure that all Department members are aware of and meet all other relevant Health and Safety regulations for the Department.