



## **Job Description - Head of Modern Foreign Languages**

<b>Location</b>	Bassingbourn Village College
<b>Salary</b>	MPS/UPS + TLR 2 (dependent on experience)
<b>Hours</b>	Part-Time/ Full-Time
<b>Responsible to</b>	Member of the Senior Leadership Team
<b>Responsible for</b>	MFL teaching team and other relevant personnel within the department, such as foreign language assistants

### **Core Purpose**

The Head of Modern Foreign Languages will be instrumental in leading the department to provide high-quality education in modern foreign languages (MFL), ensuring that all students develop a deep understanding and appreciation of foreign languages and cultures. Through dynamic leadership, you will foster an environment of academic excellence, innovative teaching, and inclusion, empowering both students and staff to reach their full potential in language acquisition.

### **Vision and Expectations**

At Bassingbourn Village College, we value the role that languages play in preparing students for a globalised world. As Head of Modern Foreign Languages, you will drive the department to:

- Provide an inspiring and rigorous curriculum that builds students' confidence and competence in modern foreign languages.
- Ensure that all students, including those with additional needs, receive tailored support to achieve linguistic success.
- Cultivate a department that fosters cultural awareness and curiosity about the world through language.
- Champion high standards of behaviour and engagement in the department, creating a vibrant and collaborative teaching environment.



### **Key Responsibilities**

#### *Strategic Leadership*

- Lead the Modern Foreign Languages department in developing and implementing an ambitious, coherent curriculum for languages that aligns with the College's vision and strategic priorities.
- Ensure the department continually strives for excellence in student outcomes, progress, and engagement.
- Evaluate and improve teaching practices within the department, ensuring they reflect current educational research and best practices in language teaching.
- Work closely with other departments to embed language learning across the curriculum and encourage cross-curricular links.
- Use data effectively to monitor student progress, identify areas for improvement, and implement targeted interventions.
- Foster an inclusive approach to teaching languages, ensuring all students, regardless of their background or abilities, have access to the curriculum and can thrive.
- Contribute to the development of the wider school curriculum, ensuring languages are promoted and valued across the College.
- Maintain a presence around the College site to ensure that the highest standards of behaviour are upheld, supporting and contributing to the operational needs of the school as required.

#### *Teaching and Learning*

- Teach modern foreign languages to a high standard, ensuring that students receive a stimulating and challenging education.
- Continuously develop and enhance your own teaching practice, modelling excellent pedagogy for your team.
- Support and coach other MFL staff, ensuring a shared understanding of teaching strategies, assessment practices, and student-centred learning.



## BASSINGBOURN VILLAGE COLLEGE

- Develop resources and teaching materials that are innovative, inclusive, and reflect the diversity of students.
- Encourage and facilitate extracurricular language activities, such as trips, clubs, and cultural exchanges, to enrich students' language learning experience.

### *Staff Leadership and Development*

- Lead, motivate, and manage the MFL department to ensure high standards of teaching and learning across the team.
- Coach and mentor staff, providing constructive feedback to support their professional growth.
- Organise regular departmental meetings to share best practices, discuss student progress, and plan for continuous improvement.
- Promote professional development opportunities for the department, ensuring staff are equipped with the knowledge and skills to implement best practices in language teaching.
- Foster a collaborative and supportive departmental culture that empowers staff to share ideas, challenges, and successes.
- Contribute to the strategic development of the College, helping to develop, implement and evaluate systems, policies and procedures.

### *Monitoring and Evaluation*

- Regularly assess the effectiveness of the department's curriculum and teaching methods, using data to identify areas for improvement.
- Ensure that departmental targets and objectives are met, and that all students are making expected progress in language acquisition.
- Develop and maintain systems for tracking student progress in MFL, ensuring that interventions are timely and effective.
- Report on student progress and department outcomes to the Senior Leadership Team, ensuring that improvements and achievements are shared across the school.



### **Other Duties & Responsibilities**

- Participate in professional learning meetings and contribute to the wider development of the College.
- Manage the department budget effectively to ensure resources are allocated appropriately to support teaching and learning.
- Contribute to the development of policies related to MFL and assist in the delivery of the school improvement plan.
- Ensure that safeguarding, health and safety, and other statutory requirements are met within the department.
- Lead the recruitment and induction of new staff in the MFL department as required.
- Work in collaboration with central colleagues e.g. Finance and HR to support the effective running of the department.
- Any other duty as requested by the Principal or nominated deputy which is commensurate with the post and appropriate to the seniority and professional experience of the post holder.

---

*Note: This job description is not exhaustive and may be subject to change in accordance with the needs of the College.*

---

***We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.***



### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified Teacher Status (QTS) with a proven record of excellence in MFL teaching.</li><li>• Strong academic background in modern foreign languages, including a relevant degree or equivalent qualification.</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of leading or coordinating a subject department or team.</li><li>• Proven track record of improving student outcomes in modern foreign languages.</li><li>• Evidence of successful curriculum planning and implementation in a secondary school setting.</li></ul>	<ul style="list-style-type: none"><li>• Experience of teaching more than one foreign language.</li><li>• Experience in teaching students with varying language proficiency levels, including SEND students.</li><li>• Evidence of ongoing professional development related to MFL teaching.</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Effective leadership and management skills with the ability to inspire and motivate staff.</li><li>• Expertise in modern foreign language teaching strategies, including the use of technology to enhance learning.</li><li>• The ability to develop a vibrant, engaging, and</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of recent changes in language education policy.</li><li>• Experience of leading and implementing departmental or school-wide initiatives to improve MFL outcomes.</li><li>• Understanding of how to build strong international links and encourage global</li></ul>



# BASSINGBOURN VILLAGE COLLEGE

	<p>rigorous MFL curriculum that meets the needs of all students.</p> <ul style="list-style-type: none"><li>• Excellent communication skills, with the ability to engage effectively with students, staff, and parents.</li><li>• A deep understanding of assessment strategies, data analysis, and how to use data to improve outcomes for students.</li><li>• A strong commitment to inclusion and ensuring that all students are given the opportunity to succeed in language learning.</li><li>• Awareness of current educational trends and research in MFL pedagogy.</li><li>• Able to challenge underperformance and offer support or other action when appropriate</li></ul>	<p>citizenship through MFL teaching.</p> <ul style="list-style-type: none"><li>• An understanding of budgetary control and resource management</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Passionate about modern foreign languages and their importance in students' education.</li><li>• Resilient, adaptable, and committed to continuous improvement.</li><li>• An innovative thinker who embraces change and fosters a culture of creativity and curiosity.</li></ul>	



# BASSINGBOURN VILLAGE COLLEGE

	<ul style="list-style-type: none"><li>• A positive, energetic leader who motivates others and fosters a collaborative and inclusive departmental culture.</li><li>• A role model for high standards of professional conduct and behaviour, both inside and outside the classroom.</li><li>• Strong organisational skills, with the ability to manage multiple priorities effectively.</li><li>• Commitment to the promotion of equal opportunities for all</li><li>• Evidence of a commitment to the safeguarding of all young people</li></ul>	
--	---	--