

JOB DESCRIPTION

Head of MFL	
Post:	Full-Time Permanent Position
Start date:	23 August 2024
Salary:	MPS/UPS + TLR2a (£7,500)
Disclosure level:	Enhanced
Core Purpose:	- To lead and inspire the department of committed staff to achieve excellence for students at KS3, GCSE and A Level. - To promote a forward thinking and creative approach to the quality of education on offer across the department. - To work strategically with your line manager, keeping them informed of the quality of education and any areas of concern. - To undertake departmental quality assurance, establishing departmental aims and translating these into a department development plan, each year. - To support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of Rawlins as a thriving community
Core Outcomes:	- Pupils enjoy their experience of learning and attain excellent standards of achievement within the department. - Staff actively contribute to the development of the department and the wider school taking responsibility for their professional development.
Responsible To:	The Principal via designated member of SLT.
Responsible For:	- The effective management of the department throughout the curriculum - The management of department budgets - All teachers and support staff working within the department
Key Areas of Responsibilities:	
Leadership	- To communicate the ambition for the department in such a way as to support and promote the school's values and vision - To lead and manage the staff in the department in the delivery of Quality First Teaching leading to high quality outcomes for all pupils - To appraise and manage staff performance, ensuring CPD is appropriate effective and timely - Evaluate the quality of education and outcomes through robust quality assurance and self-assessment and use the findings to develop capacity for sustainable improvement - Contribute to whole school improvement plans by active participation in policy and other discussions, including directly with the leadership team and governors where appropriate - To effectively lead strategic planning in the department - Manage budgets and resources effectively and support the school in achieving best value.

	• To provide support and guidance to dept staff advising on and monitoring the design and delivery of the curriculum. • To lead and manage the appraisal and performance management processes in the dept to ensure staff have access to career development opportunities • To carry out the duties of a school leader, as set out in Teachers Pay and Conditions document. • To oversee and monitor the use of the departmental facilities, including equipment, books and accommodation. • To manage the health and safety of the department, ensuring that all departmental activities are regularly risk assessed and that appropriate records are maintained, liaising with the Health and Safety Officer. • To manage the departmental budget, allocating and maintaining records of expenditure. • To manage the departmental examination systems, including making decisions on examination board, submitting entries to the examinations officer, overseeing any coursework requirements and maintaining appropriate records. • To provide information about pupil performance in public examinations, for SLT, and provide other information concerning pupil progress and the planned intervention where necessary. • To monitor the work of members of the department, including assignment setting, marking and monitoring of pupil progress. • To ensure that appropriate cover work is set, in the event of staff absences. To chair and record minutes of regular departmental meetings, providing information as required.
Curriculum	Work with the department to: • Design and ensure the implementation of an aspirational and challenging curriculum for all pupils which also incorporates and promotes the school's values and vision • Review and adapt the curriculum to meet the needs each year of any updates to KCSIE or the wider curriculum requirements e.g. national curriculum • Take appropriate action to address any concerns or issues, from staff, pupils or parents • Ensure that the department's equipment and resources are maintained to good order and that the rooms allocated for the department's use are cared for and offer an attractive environment for pupils • Network with other comparable schools and interact with advisors and inspectors as required • Ensure that cross curricular themes of literacy and numeracy are embedded in departmental practice • Provide a range of extra-curricular activities to appeal to all pupils and increase participation across the whole school; provide high quality intervention experiences including extension and enrichment • To undertake any other tasks as reasonably requested by the Principal
Safeguarding	You will protect our students by: • Respond effectively and immediately to safeguarding/child protection concerns raised by staff, pupils or brought to the school's attention through other means. • Ensure that safeguarding policies are followed and communicated effectively.

	• Ensure that the department meets the requirements of all relevant health and safety legislation.
Progress and Outcomes	Work with the department to: • Assess, monitor, record and report on the learning, progress and achievement of pupils within the department; ensure progress and sustained improvements • Design assessment points and effective homework activities in order to monitor ongoing progress and extend beyond the classroom • Use data effectively to track progress and co-ordinate intervention; record & evaluate the impact of interventions • Identify vulnerable pupils or groups of pupils and intervene to support them • Meet targets for accredited qualifications including GCSE and A-level • Ensure departmental staff establish and sustain effective communication with pupils and parents (which reflect the school ethos and policies) about any aspect of their learning and the department's work, so that they can be active partners in learning and in supporting departmental development • Assess pupils' approaches to learning within the department and support where necessary to maintain high standards of engagement • Ensure there are high expectations for all pupils and that school and department policies designed to improve standards of achievement are implemented • Ensure staff have an awareness and understanding of their responsibility for the Health, Safety and Welfare of all pupils
Other Duties	• To participate in annual Safeguarding training and ensuring the safety and well-being of all pupils is at the forefront of decision making and actions • Rawlins is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Rawlins has to ensure all staff are suitable to work with children and will keep them safe. Therefore, all shortlisted candidates are subject to an online check. This post is also subject to an Enhanced Disclosure and Barring Service check

PERSON SPECIFICATION

Head of MFL		
	<i>Essential</i>	<i>Desirable</i>
Able to actively support the ethos, vision and values of the school	✓	
Education and Qualifications		
Educated to at least degree level or above	✓	
Qualified Teacher Status	✓	
Clear evidence of commitment to continuing professional & personal development	✓	
Examiner training/experience		✓
Post-graduate degree and/or further relevant professional studies		✓
Experience		
Established as an outstanding teacher across the full age and ability range within a secondary school	✓	
A clear understanding of the characteristics of high-quality teaching and learning and achievement for all pupils	✓	
Successful management and leadership responsibility for a departmental / whole school issue within last two years		✓
Involvement in leading curriculum development, planning & evaluation	✓	
Leadership of an innovative project with evidence of raised standards		✓
Good understanding of curriculum issues, policies and practice	✓	
Experience of using baseline data	✓	
A track record of academic success in classes taught or teams led	✓	
Effective in the use of ICT	✓	
Experience of leading a team of teachers and/or other staff	✓	
Successful experience of role in wider school community (e.g. assemblies, presenting to parents)		✓
Commitment to safeguarding and the promotion of welfare of children issues	✓	
Skills and Attributes		
An inspiring and dynamic teacher	✓	
A team player	✓	
Effective and flexible classroom management	✓	

	<i>Essential</i>	<i>Desirable</i>
Ability to relate to and communicate with pupils in and out of the classroom	✓	
Ability to motivate pupils to realise their potential academically and personally	✓	
A commitment to high expectations and the raising of pupil attainment	✓	
Ability to maintain a high profile for your subject within the life of the school and to foster an enthusiasm for it	✓	
Excellent organisational skills and administrative skills from a management viewpoint	✓	
Ability to delegate responsibility with accountability	✓	
Ability to lead and communicate effectively and proactively with colleagues at all levels	✓	
Ability to evaluate performance, including performance management and self-review	✓	
Personal Qualities		
Passion for learning, committed to excellence for all	✓	
A positive attitude, energy and commitment	✓	
Credibility and confidence in dealing with people and situations	✓	
Good communicator	✓	
Integrity	✓	
Good team leader, good listener and sensitive to people's needs while able to direct and motivate	✓	
Relates to and understands pupils well	✓	
Good sense of humour & able to enjoy work	✓	
Calm and organised under pressure, able to prioritise	✓	
Resilient and determined	✓	
Creative and imaginative	✓	
Ability to accept and act upon constructive feedback	✓	

Rawlins expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This Job Description is not prescriptive and may be changed, in consultation with the post holder. Therefore, other tasks may be added and include tasks that the Principal may reasonably require from time to time or are in keeping with the aims, and current development plans of the school.

Information for all applicants / post-holders:

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document
- Rawlins are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment
- The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education
- All appointments are subject to Safer Recruitment practices

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.