



Post Title:	Head of MFL
Purpose:	<ul style="list-style-type: none"> ● To provide professional leadership and management of the MFL Faculty in order to secure high quality teaching More specifically, be responsible for: <ul style="list-style-type: none"> ● The development, delivery and evaluation of French and Spanish. ● Assessment, Recording and Reporting procedures ● The management of the French and Spanish resources including the teaching and learning environment. ● The professional support of all colleagues who teach French and Spanish ● Provide mentoring and coaching as appropriate to develop and enhance the teaching practice of others ● The development and management of effective links: <ul style="list-style-type: none"> ○ within our school e.g. cross-curricular, with year team and support colleagues ○ outside our school e.g. Exam Boards, publishers, community interest groups, partner schools. ● To raise standards of student attainment and achievement within the whole MFL curriculum area, and monitor and support student progress ● To be accountable for student progress and development across the MFL Faculty ● To develop and enhance the teaching practice of others. ● To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying MFL subjects in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. ● To be accountable for leading, managing and developing the curriculum across all subjects within the MFL Faculty. ● To effectively manage and deploy teaching staff, financial and physical resources within and across the MFL Faculty
Reporting to:	Headteacher/Deputy/Assistant Headteacher/SLT
Responsible for:	Subject Leaders, teaching staff and other relevant personnel within the faculty.
Liaising with:	Headteacher, Deputy Headteacher, Assistant Heads, other Heads of Faculty, Heads of Year, Inclusion and Achievement Team and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents.

Salary/ Grade:	TLR 2B
Operational/ Strategic Planning	<p>To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the MFL Faculty.</p> <p>The day-to-day management, control and operation of course provision within the faculty, including effective deployment of staff and physical resources.</p> <p>To actively monitor and follow up student progress</p> <p>To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.</p> <p>To work with colleagues to formulate aims, objectives and strategic plans for the faculty, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of St. Katherine's School.</p> <p>To lead and manage the business planning function of the faculty, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP and the aims and objectives of St. Katherine's.</p> <p>Ensure that the work in the curriculum area fully reflects the St. Katherine's distinctive ethos and mission.</p> <p>To foster and oversee the application of I.C.T in the curriculum area, including the development of materials for Open Learning.</p> <p>To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Site Operations Officer.</p>
Curriculum Provision:	<p>To liaise with the Assistant Head to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.</p> <p>To be accountable for the development and delivery of subjects and discrete courses within the curriculum area and schemes of work.</p>
Curriculum Development:	<p>To lead curriculum development for the whole faculty, liaising with Subject Leaders, and having overall responsibility for developments 14-19.</p> <p>To keep up to date with national developments in the subject area and teaching practice and methodology.</p> <p>To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</p> <p>To liaise with the Assistant Head to maintain accreditation with the relevant examination and validating bodies.</p> <p>To ensure that the development of curriculum area is in line with national developments.</p>
Staffing Staff Development: Recruitment/ Deployment of Staff	<p>To work with the Assistant Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</p> <p>To be responsible for the efficient and effective deployment of support staff working within the Faculty.</p> <p>To undertake Appraisal Review(s) and to act as reviewer for staff within the MFL faculty.</p> <p>To make appropriate arrangements for classes when staff are absent ensuring appropriate cover work is available.</p> <p>To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with St. Katherine's</p>

	<p>procedures.</p> <p>To promote teamwork and to motivate staff to ensure effective working relations.</p> <p>To be responsible for the day-to-day management of staff within the curriculum area and act as a positive role model.</p>
Quality Assurance:	<p>To ensure the effective operation of quality control systems.</p> <p>To establish the process of the setting of targets within the faculty and to work towards their achievement.</p> <p>To establish common standards of practice and develop the effectiveness of teaching and learning styles in all subject areas within the faculty.</p> <p>To contribute to the School procedures for lesson observation.</p> <p>To implement School quality procedures and to ensure adherence to those within the faculty.</p> <p>To monitor and evaluate the curriculum area in line with agreed School procedures including evaluation against quality standards and performance criteria.</p> <p>To seek/implement modification and improvement where required.</p> <p>To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.</p>
Management Information:	<p>To ensure the maintenance of accurate and up-to-date information concerning the Faculty on the management information system.</p> <p>To make use of analysis and evaluate performance data provided.</p> <p>To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</p> <p>To produce reports within the quality assurance cycle for the faculty.</p> <p>To produce reports on examination performance, including the use of value-added data.</p> <p>In conjunction with other staff to manage the Faculty's collection of data.</p> <p>To provide the Governing Body with relevant information relating to the Faculty's performance and development.</p>
Communications:	<p>To ensure that all members of the faculty are familiar with its aims and objectives.</p> <p>To ensure effective communication/consultation as appropriate with the parents of students.</p> <p>To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</p> <p>To represent the Faculty's views and interests.</p>
Marketing and Liaison:	<p>To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.</p> <p>To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</p> <p>To actively promote the development of effective subject links with external agencies.</p>
Management of Resources:	<p>To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</p>

	To work with the Assistant Head in order to ensure that the faculty's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System:	To monitor and support the overall progress and development of students within the faculty. To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. To ensure the Behaviour Management system is implemented in the faculty so that effective learning can take place.
Teaching:	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
Other Specific Duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To actively promote the Trust and school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. • Comply with the school's Safeguarding policy and procedures and staff code of conduct • To undertake any other relevant duty not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>
This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.	

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

September 2024