

## HEAD OF MODERN FOREIGN LANGUAGES

### PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<b>Education &amp; Qualifications</b>	
Education to degree or equivalent level + QTS	A higher degree in a relevant discipline
GCSE Maths and English (Grade A-C) or equivalent	
Evidence of continuing and recent professional development	
<b>Knowledge and experience</b>	
Advanced knowledge of National Curriculum and reformed GCSE requirements	Experience of leading with successful outcomes in attainment and student progress
ICT skills that reflect the impact of technology on modern classrooms	Completion of Middle Leadership training or other leadership qualification Teaching
Ability to teach outstanding lessons	Ability to understand and demonstrate effective budgetary control
Good knowledge and understanding of the range of needs experienced by young people	
Ability to use educational data and strategic information to raise student attainment	
Knowledge and understanding of safeguarding issues	
<b>Leadership &amp; Management</b>	
Positive attitude towards change; innovative and self-reflective	Experience of leading, managing and developing a team
The ability to plan and prioritise, to complete tasks efficiently on time and to work with detail	Experience of delivering presentations and training colleagues
The ability to motivate and enthuse colleagues	Experience of communicating effectively to a variety of audiences, both orally and in writing, with the ability to communicate logically, concisely and persuasively
Excellent communication and interpersonal skills	Experience of negotiating and influencing others
Experience of building and maintaining effective relationships	Ability to chair meetings effectively and delegate
Resilient when faced with difficult situations	Recent experience of middle leadership
Ability to set clear expectations, to demand high standards and to hold others to account	
<b>Additional Requirements</b>	
Commitment to continuous improvement	
Commitment to meeting the needs of all students	
Ability and willingness to work flexibly to meet school needs	
Able to work independently and as part of a team	
Approachable and sensitive to the needs of others	
Willingness to take part in extracurricular activities, including trips and visits, and to make a significant contribution to the wider life of the school	
Excellent attendance and punctuality	
Professional dress	

## JOB DESCRIPTION

Position: Head of MFL Reporting to: Headteacher / SLT  
Salary: Main / Upper plus TLR

The main purpose of this role is to ensure high standards of achievement in the subject/s and to lead teaching and learning within the curriculum so that students make appropriate progress for their stage. To carry out this role effectively you need to be aware of, and support, the vision, aims and ethos of the school, enabling every student to make outstanding progress whatever their starting point.

### Key accountabilities

1. Lead and manage all teaching and learning in the subject areas with the aim of ensuring that standards of attainment meet the school's high expectations
2. Develop innovative approaches to the curriculum in order to ensure appropriate access and achievement for all learners
3. Monitor the work of the department, holding members of your team to account on their roles and responsibilities
4. Prepare the departmental development plans to reflect departmental priorities and school's development plan
5. Analyse data on student progress, achievement and attainment in line with school policy and practice
6. Lead curriculum development within the subjects and act as a source of advice, guidance and authority on the subjects within the school
7. Establish and maintain a climate within the subjects which is inclusive, safe and secure, and where positive behaviour and regular attendance are learned and taught by all
8. Devise and implement schemes of work for all subject courses in each Key Stage, ensuring that these support good learning and student progress
9. Manage informal and formal assessment within the subjects, implementing school assessment policies and leading the use of assessment information to enable teachers to set appropriate progress targets and review and evaluate student progress
10. Contribute to the selection for appointment and professional development of teachers and support staff including the induction and assessment of new and newly qualified teachers to work in the department Through excellent practice, well developed teaching skills and curriculum knowledge, provide coaching and mentoring support for colleagues in the subject area
11. Manage the budget allocation for the subject areas, ensuring that resources are deployed to support student progress
12. Ensure that each external examination syllabus is appropriate, and that the specification(s) are known and understood by all staff teaching the course and to liaise with the exams officer as necessary

**The key accountabilities of the post outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.**

### Teaching and Learning

1. Develop the subject/s curriculum focusing on intent, implementation and impact
2. Plan and deliver lessons in accordance with the school policy on teaching and learning, department schemes of work and support other departmental colleagues in planning and delivery
3. Set appropriate and demanding expectations for students' learning, motivation and presentation of work
4. Work in collaboration with Teaching Assistants, and with other adults who may attend lessons to support students
5. Know, and take account of, students' prior levels of attainment and use them to plan lessons and set targets for future improvements
6. Set work for students absent from school for health and disciplinary reasons
7. Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code
8. Maintain notes and plans of lessons undertaken, and records of students' work

9. Mark, monitor and return work within a reasonable and agreed time span in accordance with the school marking and assessment policy providing constructive oral and written feedback and clear targets for future learning as appropriate
10. Complete student reports and progress grades in line with policy and as specified in the published calendar
11. Attend the appropriate parents' evenings to keep parents informed about the progress of their child
12. Communicate regularly with the SENCo about any issues or concerns about individual students or a group as a whole

#### **Professional Standards**

1. Support the aim of the school and endeavour to promote our development as a learning community
2. Set a good example to students in terms of appropriate dress, standards of punctuality and attendance
3. Promote the aims of the school by attendance at and participation in events such as open evenings and options evenings
4. Take responsibility for your professional development and participate in staff training when provided
5. Participate in school and department evaluation and programme for monitoring teaching and learning
6. Undertake duties as prescribed within school policies
7. Ensure that all deadlines are met as published in the school calendar
8. Be proactive and take responsibility for matters relating to Health and Safety
9. To line manage your department including recruitment; induction; training and development; 1-1 meetings; appraisal meetings; absence management; performance and conduct, liaising with HR as necessary
10. Acknowledge and celebrate staff successes and challenge/rectify below standard departmental performance

#### **OTHER**

To undertake a range of defined whole school responsibilities (see overleaf for examples).

#### **Review of duties**

The specific duties attached to any teacher are subject to annual review and may, after discussion with the Headteacher, be changed.