

Job Description

POST:	Head of Modern Foreign Language (MFL)
RESPONSIBLE TO:	Acting Principal, under the day to day management and leadership of the relevant Deputy Head
RESPONSIBLE FOR:	Teaching staff in the relevant faculty.
SALARY:	MPS 1-6 (U1-3 as appropriate) + (TLR 1C)
LOCATION:	Oasis Academy: Shirley Park
WORKING PATTERN:	Full-time and as described in the School Teachers' Pay and Conditions Document
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE:

To lead and manage all elements of the teaching in the relevant faculty to ensure high quality learning takes place which provides each student with an innovative and dynamic educational experience appropriate for the 21st century and the world in which students live. To ensure that the curriculum, learning, its assessment and reporting meet the needs and aspirations of the Academy students.

Specifically:

- Leading the faculty for whom they are responsible in the context of their job descriptions and delivery of high quality teaching and learning in the post holder's respective subject area(s)
- Contributing to community, youth and adult learning
- Leading and managing effective assessment, recording and reporting systems for student progress within the relevant faculty.
- Leading and managing all staff within the faculty in ensuring progress of individual students and teaching groups
- Monitoring, evaluating and supporting the systems and processes for student care and guidance so that 'Every Child Matters'
- Contributing to the Academy planning and making presentations to the Academy leadership team when appropriate

SPECIFIC RESPONSIBILITIES:

In addition to carrying out the professional duties of qualified teacher in accordance with the current DfE's Teachers' Pay and Conditions document, the post holder, in consultation with their line manager and the Acting Principal shall:

A. Strategic Direction and Development of the Academy

- Work closely with the Acting Principal's Leadership Team to discuss and take forward the Academy Improvement Plan and determine policy and procedures which promote high achievement through effective teaching and learning

- Create an environment where students and staff develop and maintain positive attitudes towards teaching and learning
- Use data effectively to monitor and evaluate student progress, planning and implementing effective intervention to support all pupils to achieve highly
- Analyse national, local and Academy data, research and inspection findings to inform Academy policies and practices, expectations and teaching methodologies and to report regularly to the Acting Principal, Oasis Community Learning and the Academy Council on progress and plans as required
- Monitor national changes in curriculum provisions and recommend to the Acting Principal on a regular basis new opportunities to embed, extend and enrich the Academy's curriculum provision.
- Contribute to the Academy Improvement Plan and the annual cycle of related documentation
- Critically evaluate the performance of the faculty through the production of reports and evaluations that consider judgements under the Four key aspects of the Ofsted framework: Achievement, Learning and Teaching, Behaviour and Safety and Leadership and Management
- To lead all subjects within the faculty at all Key Stages in addition to any subjects added at the Acting Principal's discretion.
- Take lead role in preparing and updating Academy policies related to visits and journeys

B. Strategic Direction and Development of the faculty

- Provide a regular and wide range of opportunities within the faculty which promote all aspects of the relevant subjects
- Take the lead in developing and sustaining strong and effective links within the zone and with partnerships, businesses and organisations related to the relevant subject areas which enrich curriculum provision and enhance learning
- Ensure active participation of all students in related learning activities, mapping and auditing provision, monitoring and evaluating impact and developing strong links with other faculties and partners beyond the Academy, such as sports organisations, museums, galleries, theatres and places of interest
- Ensure active participation of all students in a wide range of opportunities relating to the subject
- Lead the development of a 'local' curriculum with other curriculum colleagues to promote among students a sense of pride in the local area
- Ensure active participation of all students in enterprise related activities
- Support faculty colleagues to achieve the Academy goals and aspirations
- Take a lead role in the coordination of the Academy's enrichment programme
- Create regular opportunities to show case student work to all stakeholders

C. Leading and Managing the Staff

- Line manage the designated Faculty Heads of Department/Curriculum Leaders as required alongside the Leadership team, working collaboratively to raise student achievement and attainment across the key stages and to provide effective support, guidance, challenge and information for all staff within designated areas of responsibilities
- Take an active role as a Team Leader within the Academy's Appraisal policy in addition to promoting and providing Continuous Professional Development opportunities to ensure the professional effectiveness of teaching and support staff colleagues
- Maintain clear expectations, high standards of professionalism and collaboration to meet the Academy Improvement Planning priorities

D. Safeguarding Children

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

OTHER:

E. Teaching Commitment

E1. The post holder will be expected to teach and actively support and contribute, as required, to the Academy's programme for Initial Teacher Education trainees. Designated non contact time will be made available over and above the allocation given to curriculum leaders.

Other Duties

- The post holder will be subject to performance objectives agreed annually
- All teachers take an active role in the Academy's care and guidance of students and the post holder will be expected to support a designated Year Group by monitoring and evaluating the Tutor Program and through ensuring that Academy standards are monitored and followed up with students.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Acting Principal.
- The post holder will be expected to carry out two 30 minute duties per week before school and two 30 minute duties during second break as part of Wider Leadership duties

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Acting Principal. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Agreed by Postholder: _____ (Print Name)

Postholder signature: _____

Date: _____

Person Specification

Head of MFL

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree in a subject related to MFL. • Experience of teaching A Level MFL. 	<ul style="list-style-type: none"> • Masters Degree or other evidence of further educational qualifications • Modern Foreign Learning degree.
Leadership and management - Experience, Skills and knowledge	<ul style="list-style-type: none"> • Developing high quality learning strategies and monitoring student progress to raise achievement and attainment • Evidence of high achievement in teaching across the Key Stages • Evidence of leading and managing effectively as a middle manager. • Evidence of working effectively as a Form Tutor 	<ul style="list-style-type: none"> • Professional development/ mentoring of colleagues • Currently holding a position of responsibility • Experience of leading a development within a team • Writing action plans, improvement plans and self-evaluation

<p>Leadership and management - Experience, Skills and knowledge</p>	<ul style="list-style-type: none"> • Effective use of Assessment for Learning to engage students as partners in their learning • Ability to use and promote a wide range of teaching methodologies • Evidence of successfully leading and sustaining whole school initiatives • Evidence of development of partnerships with other schools, business and/or community groups • Use of assessment and attainment information to improve practice and raise standards • Use of strategies to promote good student relationships and high attainment in an inclusive environment • Clear vision for Learning and Teaching in line with the Academy's ethos and priorities • An enthusiastic and effective leader and manager • Excellent communication and presentation skills • Competent user of ICT • Ability to plan and resource effective interventions to meet curricular objectives • Ability to network and work with key partners 	<ul style="list-style-type: none"> • Supporting students in a wide variety of extra curricular activities • Strategies to enhance teaching and learning • An understanding of education within a Multicultural/Multi-faith city • A knowledge and an understanding of Programmes of Study for KS3 and KS4 and post 16 • Ability to use and promote a wide range of teaching methodologies
<p>Personal Values</p>	<ul style="list-style-type: none"> • Actively supports the Academy's aims and ethos/commitment to ITT • Active participation in Academy developments • Values extra-curricular activities/ educational visits / out-of-hours learning • Values collaborative ways of working that lead to development and partnership with other schools and the wider community including business and industry links 	<ul style="list-style-type: none"> • Commitment to the value and promotion of personalised learning at KS3 and KS4

Personal Qualities	<ul style="list-style-type: none"> • Passion for teaching and learning • Enthusiastic and flexible • Excellent interpersonal and organisational skills • Ability to work under pressure and motivate others • Ambitious for further promotion • Willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	
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