



Midsomer Norton  
Schools Partnership



### **JOB DESCRIPTION**

<b>Head of Modern Foreign Languages</b>	<b>GRADE: MPS/UPS TLR 2D</b>
<b>RESPONSIBLE TO:</b> Senior Leadership Team	
<b>DATE:</b> September 2024	

**1. PURPOSE OF JOB**

- To provide strategic leadership, vision, and development of the Languages Department.
- To raise standards of student achievement and to monitor and support student progress.

**2. PRINCIPAL DUTIES AND RESPONSIBILITIES**

The Head of Department is the leader and professional manager of their team of teachers and responsible for the efficient and effective teaching of their subject. The Head of Department will:

- Champion best practice in their subject area, demonstrating outstanding teacher skills and leadership qualities necessary to command respect and encourage commitment to raising standards and students' engagement and aspiration.
- Review and develop appropriate schemes of work, resources and teaching and learning strategies, ensuring they are being implemented by Department staff.
- Provide day to day management and operation of the Modern Foreign Languages Department.
- Regularly analyse available data to support monitoring and evaluation of curriculum provision and the work and performance of the Department.
- Collate and coordinate the tracking of student data, identifying key groups of students e.g. pupil premium, underachieving boys, SEN, child looked after etc. Coordinate intervention for underachieving students. This will include regular monitoring, tracking and reporting of student outcomes.
- Ensure effective teaching of Pupil Premium and SEN students, reviewing and reporting on their progress to improve outcomes.
- Implement and evaluate school policies and procedures.
- Develop an improvement plan for the Modern Foreign Languages Department which is relevant to the needs of students and to the aims of the College.
- Ensure the delivery of appropriate, high quality courses which meet the needs of students, and complement the College's priorities.
- Performance manage staff, ensuring their development needs are identified and appropriate programmes are designed to meet these needs.
- Manage the available resources of staff, accommodation, budget and equipment effectively and efficiently. The Head of Department co-ordinates and monitors the Modern Foreign Languages budget.
- Take direct responsibility for monitoring the quality of marking, planning, homework, display and classroom learning within the context of the Colleges quality assurance and internal scrutiny procedures.
- Ensure homework is being set regularly and marked. A record of homework set must be maintained.
- Lead and support on extracurricular activities in the Department.

- *Ensure the behaviour for learning system is embedded in the Department and co-ordinate Department detentions when required.*
- *Share good practice across all years in your subject, supporting and mentoring staff where your subject specialism is not their specialised subject.*
- *Monitor and carry out regular assessments of students' written work, implementing strategies to improve practice where necessary.*
- *Co-ordinate the timetable, assessment and exams for the Department.*
- *Liaise with First and Middle Schools and develop a strategy to ensure a smooth and positive transition for students to the Department. Be proactive in promoting Modern Foreign Languages to First and Middle School students, using various strategies which will include coordination of events e.g., gifted and talented workshops.*
- *Coordinate relevant events to celebrate and promote this subject to students and the wider community.*
- *Co-ordinate the literacy strategy within the Department*
- *Be a champion of health and safety in the Department ensuring all staff adhere to procedures and policies.*

**1. REPORTING TO**

- *Senior Leadership Team*

**2. CURRICULUM DEVELOPMENT:**

- *Keep abreast of curricular developments. Be responsible for forward planning, determining syllabuses and introducing new courses and examinations.*
- *Monitor and respond to curriculum development and initiatives at National, regional and local levels*

**3. STAFF DEVELOPMENT**

- *Work with the team to create innovative resources that reflect our desire to be an acknowledged centre of excellence.*
- *Participate in the induction process for ECT teaching posts when required and ensure effective induction of new staff in line with College procedures.*
- *Promote teamwork and motivate staff with a 'can-do' philosophy to ensure effective working relations and outcomes for students.*
- *Define, in negotiation, the work of the Teaching and Learning responsibility holders in the Department and support them in carrying out their duties.*

**4. COMMUNICATIONS**

- *Organise and chair regular Department meetings, ensuring agendas are issued timely and minutes are produced and distributed.*
- *Liaise with the SENCo and Access to Learning Department to ensure SEN/vulnerable students are supported and that an ethos of inclusion is maintained across the Department.*
- *Attend Department Leader meetings/briefings.*
- *Be a member of the Extended Leadership Team and attend the monthly ELG meetings. Present at SLT meetings when requested.*
- *Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.*
- *Ensure the whole team communicates effectively with students and parents.*
- *Ensure that you and the team are aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Principal and/or Child Protection Officer as necessary.*
- *Frome College is committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in*

*relation to the safeguarding of children or young people gives cause for concern the College's agreed Child Protection procedures will be followed alongside implementation of the Colleges Disciplinary procedures*

**5. TEACHING**

- *All teachers are subject to the conditions of employment set out annually in the School Teachers' pay and conditions document. The College complies with these requirements in order to make reasonable demands of teachers. The responsibilities outlined in this job description are in addition to those covered in the generic teachers' job description.*
- *All teachers are expected to meet the Teachers Standards to a level appropriate to their experience and pay. Teachers on the upper pay scales are expected to make a significant and sustained wider contribution to the College*

**6. ADDITIONAL INFORMATION**

- *To play a full part in the life of Frome College, (including participation of Duties, IER and On Call rotas) to support its written statement of values and aims, the broad aspirations of Frome College and to encourage and ensure staff and students follow this example.*
- *Employees will be expected to comply with any reasonable request from a Leader to undertake work of a similar nature that is not specified in this job description.*
- *Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanor and dress.*

**7. GENERAL**

- *This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.*
- *Midsomer Norton Schools Partnership is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Check is required prior to appointment.*

**Additional Information**

*This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*

**Post Holder:**

**Line Manager:**

Name: .....

Name:.....

Signature: .....

Signature: .....

Date.....

Date .....