



The Priory School

Head of Department: Modern Foreign Languages

Job Description

The postholder will be responsible to the Headteacher and will demonstrate a genuine commitment to our Equality Policy and to the wellbeing of all students. This job description will be reviewed annually and will form the basis of the Performance Appraisal Review procedure. Any issues relating to the review of this job description should be brought to the Headteacher's notice by the postholder. The postholder will undertake the following specific responsibilities in order to fulfill our statutory requirements, school aims, policies and targets.

Post Title: Head of Department
Job Grade: TLR2c
Responsible to: Assistant Headteacher

Job Purpose:

- To raise standards of achievement in the department.
- To lead a team of teachers to provide the best possible learning experience for our students.
- To ensure the effective co-ordination of all aspects of the subject.
- To teach designated classes according to the requirements of the school timetable.
- To ensure that the school aims are put into practice and lead the drive for continuous improvement.
- To contribute to the effective leadership of the school.
- To contribute to the wider teams within the school.
- To ensure that the school is a disciplined, well-ordered place for purposeful learning to take place.

Key Areas of Accountability

The postholder will, under the Headteacher's overall direction, be expected to contribute to the leadership of the school on a range of issues. It is school policy to review and redistribute specific responsibilities and accountabilities periodically.

The postholder will be accountable for:

1. improving standards of achievement in the department;
2. providing professional subject leadership to a team of teachers and support staff in the delivery of the highest quality of teaching and learning;
3. developing innovative approaches to the curriculum in order to ensure appropriate access and achievement for all students;
4. managing the resources of the department within the limits of the delegated budget and in accordance with the school's financial procedures;
5. ensuring that appropriate appraisal arrangements are in place and maintained in the department and that a robust programme of professional development is designed and maintained (this to include provision for support staff and non-specialist teachers);
6. ensuring that robust procedures are in place to monitor the quality of teaching and learning outcomes throughout the department; and
7. contributing significantly to the school's planning (both short and long term) and provide leadership to whole school developments, as required.

Other specific responsibilities will be negotiated and agreed with the successful applicant.

This job description should be read in conjunction with:

- the Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document;
- the Teachers' Standards;
- The Priory School professional skills level descriptors (career stage expectations); and
- The Priory School professional code of conduct.

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

The Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please note that The Priory School operates a no-smoking policy.