

TORQUAY GIRLS' GRAMMAR SCHOOL



Name:	-
Job Description:	- Head of Modern Foreign Languages (MFL)
Salary Range:	- MPS/UPS + TLR 2C
Responsible to:	- Deputy Headteacher
Job Purpose:	- To lead and manage the MFL Department to ensure the most efficient deployment of the school's resources in order to secure high quality learning, teaching and support to maximise student progress.

CORE RESPONSIBILITIES

- To lead the MFL department so that it is a dynamic and creative centre of excellence in which each student thrives academically.
- To have overall leadership and management responsibility for the effective deployment of staff and resources.
- To have oversight of the academic progress and behaviour of all students;
- To assess continually the suitability of our MFL provision for education in the 21st century and provide the vision and drive to oversee its development;
- To have an overview of the quality of learning and teaching within MFL;
- To play a full part in the life of the MFL department to support its distinctive core purpose and to encourage and ensure staff and students follow this example.
- To ensure activity in the MFL department is consistent with whole school policies i.e. equal opportunities and SDP
- Take the lead for KS3, 4 and 5 delivery.

SPECIFIC RESPONSIBILITIES:

Curriculum/Teaching and Learning

- To work closely with other relevant staff to develop the MFL curriculum to reflect the emerging TGGS and national agenda for MFL provision;
- To represent the interests of the MFL Department at appropriate internal and external meetings and to work with other organisations to increase the opportunities for students and raise the quality of provision within MFL;
- To ensure that all students are on appropriate courses.
- To monitor the quality of teaching and learning in MFL, through lesson observations, department review, performance management etc.;
- Coordinate the work of MFL subjects through management of meetings, INSET, resources, technicians, ITE etc.
- To prepare reports as required for the Headteacher and Governors on MFL development or initiatives.

Supporting Student Progress & Development:

- To work with MFL staff to monitor progress, behaviour and achievement of MFL students and implement intervention and raising achievement strategies to promote high levels of achievement for all students.
- To ensure the welfare of all learners in MFL through working with all relevant agencies, inside and outside the school;
- To ensure that students records are consistently and accurately kept up to date to improve knowledge of student personal development, achievement, responsibilities and conduct.
- To guide and support students at key times e.g.:
 - Induction Period;

- Course Selection;
- Preparation for School and public examinations;
- UCAS;
- Examination results days;
- Preparation for Further Education and the world of work;
- To ensure that target setting and the use of value added data and the DEF process steers further improvements in student achievements. Including:
 - To track the progress of students using internal and external data;
 - To produce an up to date DEF

Marketing

- To assist in effective recruitment and marketing strategies e.g. Open Days, Press Releases, web-site etc.;
- To ensure appropriate communication/consultation with students and parents, including the school's website;
- To liaise with relevant agencies as appropriate;
- To work closely with the relevant staff to manage the programme of promotion of MFL and the successful transition of students into Year 7 and 12 through the recruitment processes and induction programme of new students.

Administration

- To maintain efficient and effective control of the MFL budget and resources.
- To ensure a safe and secure working environment where Health and Safety guidelines are adhered to

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here as directed by the Headteacher. The responsibilities below are subject to the general duties and responsibilities contained within the current teacher pay and condition document and the conditions of employment.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Signed: Date: