



JOB DESCRIPTION

Post:	Head of MFL
Responsible to:	Assistant Principal
Salary Range:	Highly competitive salary

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to lead a designated curriculum area
- To monitor and support the overall progress and development of students as a teacher and form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To lead teaching and learning initiatives across the department
- To lead on supporting the work of the department in seeking to continuously improve the quality of classroom teaching
- To contribute to raising standards of achievement and maximising student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
- To be committed to the safeguarding of children

Main Core Duties:

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department
- To contribute to the Department's improvement plan and its implementation
- To contribute to the whole school's planning activities
- To contribute to the Department process of self-review, evaluation and improvement planning activities

Curriculum Provision:

- To ensure that the curriculum area provides a range of teaching and learning which complements the school's strategic objectives

Staff Development:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the appraisal review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

Quality Assurance:

- To adhere to and to help to implement school quality procedures
- To contribute to the process of monitoring and evaluation of the faculty in line with school procedures, including evaluation of the Department in line with school procedures, including evaluation against quality standards and performance criteria

Principal: Mr Leon Lima

Glenmoor & Winton Academies
Beswick Avenue
Bournemouth
Dorset
BH10 4EX

t: 01202 527 818
e: info@glenmoorandwinton.org.uk
w: glenmoorandwinton.org.uk

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- To implement modifications and improvement where required
- To review methods of teaching and programmes of work
- To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the school's management information system
- To complete the relevant documentation to assist in the tracking of students
- To track the progress of assigned students and use this information to inform teaching and learning
- To ensure Deputy Heads of Department are an integral part of the Academies Teaching and Learning team

Communications:

- To communicate effectively with the parents of students as appropriate
- To communicate and co-operate with persons or bodies outside the school, where appropriate
- To follow agreed policies for communications in the school
- To attend meetings in accordance with the school's policy

Teaching:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- To use teaching strategies which will engage and challenge students appropriate to their needs and the demands of the syllabus
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, literacy, numeracy, cross-curricular aspects and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching
- To ensure a high-quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To maintain good order, discipline and respect for others; to promote understanding of the school's rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning
- To undertake assessment of students as requested by external examination bodies, department and school procedures
- To mark, grade and give written, verbal and diagnostic feedback to students of individual work and group work they have undertaken

Other specific duties:

- To play a full part in the life of the school, community, to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To promote actively the school's policies
- To continue personal, professional development
- To actively engage in the school's self-review and evaluation processes

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High Achievement – High Standards

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- To actively engage in the school's appraisal processes
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined and directed by the Principal
- To undertake any other duty as specified by the Principal not mentioned above
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed

January 2024

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