

Job Description

Job title:	Head of MFL	Contract Type:	Permanent, Full Time
Responsible To:	Deputy Headteacher	Salary Range	MPS/UPS + TLR2B
Location:	Royal Greenwich Trust School		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

ROLE SUMMARY:

1. Ensuring the effective leadership of the MFL department in order to ensure high quality teaching for learning, enabling each student to reach their full potential and pursue post-18 education or training.
2. The provision of an appropriate, relevant and differentiated curriculum which allows for progression within the curriculum area as well as across key stages within the curriculum areas
3. Planning and delivery of a programme of enrichment to extend students' creative skills beyond the class- room, including trips and visits to arts establishments
4. To be responsible for the quality of the teaching and learning in the department, and support colleagues to develop effective teaching & learning strategies.
5. To achieve high standards of student attainment, progress and behaviour within the MFL Department.
6. Line management of MFL colleagues, capitation and resources for the MFL Department.

7. Monitoring, evaluating and quality assurance of the curriculum and providing specialist subject expertise to assist department staff as appropriate.
8. Under the overall direction of the Headteacher carry out the professional duties of Head of Department as set out in the School Teachers' Pay and Conditions Document.

Specific Responsibilities

Leadership and Development of Teaching and Learning

1. Lead on the design, planning, co-ordination, quality assurance, monitoring and evaluation of the curriculum, ensuring that it meets the aims of the school and the needs of all pupils
2. Ensure that the statutory requirements of the National Curriculum are met.
3. Lead on the monitoring, evaluation and development of the delivery of the curriculum, in line with the school's teaching principles, and ensuring that it meets the aims of the school and the needs of all pupils
4. Ensure that appropriate approaches to learning are used in relation to pupils with specific learning needs
5. Monitor, report on and evaluate progress towards meeting pupil achievement targets
6. Lead the evaluation processes within the department and contribute to the subject leadership review to ensure strategic improvement plans are in place
7. Work collaboratively with colleagues from across the UST to review and develop curriculum provision
8. Carry out the duties of a school teacher as set out in the schoolteachers' Pay and Conditions Document.

Pupil Progress

9. To agree, monitor and evaluate the subject student progress targets to make a measurable contribution to whole school targets
10. To engage in the student progress review model to ensure strategic plans are in place to address underperformance or concerns over individual students or subgroups
11. To be accountable for outcomes at key stages 4, including interventions and catch up plans
12. To lead on decision making and entries for all examinations

Coaching and Mentoring

1. To coach and mentor staff to become more effective teachers
2. To support the induction of ECTs and Initial Teacher Training
3. To take a lead role in leading and supporting the CPL of colleagues who require additional support and guidance
4. To model a positive attitude to continuous teacher development.

Finance and Resources

1. To ensure that the faculty budget is used in line with school procedure and that resources are recorded and monitored
2. To seek to ensure the effectiveness of the faculty's equipment, proper maintenance of the materials and observance of relevant health and safety regulations
3. To be responsible for the registration, maintenance and recording of all assets and resources within the faculty (as part of line management of technicians, where applicable).

Teaching Responsibilities

1. Undertake a designated programme of teaching across all key stages.
2. Plan teaching in accordance with faculty schemes of work and National Curriculum programmes of study.
3. Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
4. Teach consistently high-quality lessons informed by the school's teaching principles.
5. Set expectations for students in relation to standards of achievement and the quality of learning and teaching.
6. Teach to ensure knowledge is retained in the long-term memory of students.
7. Assess and adapt teaching to the strengths, weaknesses and misconceptions of classes.
8. Follow the department feedback policy, providing formative feedback in every lesson and whole class feedback for set pieces of work.
9. Maintain discipline in accordance with the school procedures, and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
10. Work in collaboration with Learning Support Assistants, the Special Educational Needs Team and the Inclusion Team.
11. Be familiar with the SEND Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students.
12. Be a role model for students, inspiring them to be actively interested in your subject.
13. Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in your curriculum area.
14. Promote learning through out of hours activities such as enrichment, educational trips and speaker visits
15. Promote aspects of Personal Development, CEIAG and enrichment related to your subject.
16. Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
17. Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures.
18. Follow the school policies and procedures on teaching, learning and assessment.

Staff Development

1. To continue personal development in the relevant areas including subject knowledge and teaching methods.
2. Engage actively in the Performance Management process.
3. Participate in whole school and Continuous Professional Learning (CPL) programmes.

General administration

1. Check that information required by various internal and external bodies is produced within the given time scale and is of excellent quality.
2. Ensure that communications are responded to in a timely manner and agreed deadlines are met.

General Responsibilities

Wider Professional Responsibilities

1. Make an active contribution to the policies and aspirations of the school.
2. Seek to share your expertise with colleagues.
3. Contribute effectively to the work of the wider team.
4. Play a critical role in the life of the school.
5. Promote the general progress and well-being of individual students.
6. Provide guidance and advice to students on educational and social matters and on their further education and future careers.

7. Provide a wide range of enrichment and personal development opportunities that are embedded into your curriculum offer.
8. Communicate and consult with the parents / carers of students in line with school procedures;
9. Participate in meetings arranged for any of the purposes described above;
10. Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
11. Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school.

Leadership: Vision and Values

1. Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents, and wider community the vision, purpose, and leadership of the Trust.
2. To ensure equal opportunities for all.
3. To be committed to safeguarding and to promoting the welfare of all young people.
4. To assist in the development of a culture and environment in which young people thrive and to drive forward innovation.
5. Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

1. Take responsibility for the day-to-day management of designated staff.
2. Develop and maintain a culture of high expectations for self and others
3. Regularly review own practice, set personal targets, and take responsibility for own development
4. Actively engage in the performance review process
5. Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students, and visitors.
6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues, and visitors.
7. Adhere to Trust policies and procedures.

Qualification Criteria

1. A fully qualified teacher with evidence of QTS for secondary teaching.
2. Qualified to at least degree level in subject area and/or good A Levels or equivalent.
3. Qualified to teach and work in the UK.

Additional requirements

1. The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
2. Carry out the work of the job in a way that is consistent with the culture, ethos, Equalities and Inclusion policies of the school and the University Schools Trust.
3. The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
4. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
5. Complete any training required to improve performance and take part in the school performance management systems (where relevant).
6. Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust

Training

1. The post holder will be required to undertake training as required to be effective in carrying out all duties, and to engage with professional development opportunities, including: year team meetings, twilights, pastoral meetings, briefings
2. The post holder will be required to undertake Level 2 Safeguarding training

General Administration

1. Check that information required by various internal and external bodies is produced within the given time scale and is of excellent quality
2. Ensure that communications are responded to in a timely manner and agreed deadlines are met

Equality and Diversity

1. The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety

1. The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Safeguarding

1. Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school
2. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

JOB DESCRIPTION AGREEMENT

The above job description may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school, the Trust. And the local authority.

HEALTH AND SAFETY

The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Signed _____ Date _____

Post holder

Signed _____ Date _____

Executive Headteacher

Person Specification

Head of MFL

Knowledge and Experience	Essential	Desirable
Qualified teacher status	✓	
Evidence of excellent classroom practice with a proven ability to teach to a consistently high standard	✓	
Knowledge of the National Curriculum in subject specialism	✓	
The knowledge and understanding of current theory and best practice in learning and teaching, particularly as this relates to high attainment and progress	✓	
Relevant experience/proven success in teaching subject specialism at all Key Stages and confidence in developing the curriculum	✓	
Good understanding of effective procedures for managing and promoting positive behaviour among pupils	✓	
Good degree in subject specialism or related discipline	✓	
Experience in urban schools		✓
Strong management skills and evidence of motivating pupils and staff	✓	
Ability to monitor the quality of teaching and learning across all Key Stages and provide appropriate support as required.	✓	
Ability to recognise and respond to the needs of children of different attainment levels.	✓	
An ability to analyse and interpret both internal and external data accurately and to use this to inform future planning and intervention	✓	
Understanding of sound financial planning and best value practice	✓	
Track record of raising standards at middle leadership level	✓	
Proven ability to make a positive impact in leading a subject or area beyond own class and successfully developing staff	✓	
Experience of promoting highly effective communications within and between teams and other stakeholders in the school community	✓	
Skills and Abilities	Essential	Desirable
The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff	✓	
Good level of ICT skills	✓	
Knowledge of intervention strategies that can be used effectively at Key Stages 3, 4 and 5 to address under-performance	✓	
Ability to apply effective teaching and learning strategies	✓	

Ability to lead and manage own work effectively and take responsibility for own professional development	✓	
Ability to recognise and respond to the needs of children of different attainment levels	✓	
Ability to lead and manage a team of colleagues, including other middle leaders	✓	
The ability to lead, motivate and inspire pupils, support staff and to forge positive relationships with parents	✓	
Strong management skills and evidence of motivating pupils and staff	✓	
Ability to monitor the quality of teaching and learning across all Key Stages and provide appropriate support as required	✓	
Ability to implement and support with leading whole school initiatives, supporting colleagues to raise standards through effective professional development and increased subject knowledge and skills	✓	
Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards	✓	
Personal Qualities	Essential	Desirable
Ability to develop good personal relationships within a team; making an effective contribution to high morale	✓	
Passion for teaching own subject specialism	✓	
Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels	✓	
Commitment to contributing to school life as a whole, and willingness to be involved with clubs and community projects	✓	
An appetite and stamina for challenging work	✓	
A proactive approach to continuous professional development	✓	
A passionate belief in the success of young people and obtaining high standards	✓	
A reflective approach to teaching and leadership, including seeking critical feedback to improve	✓	
A willingness to engage positively with supportive critical feedback	✓	
Flexible, adaptable, results orientated and able to prioritise, resilient under pressure	✓	
Ability to communicate effectively (both orally and in writing) to a variety of audiences	✓	
A good-humoured approach to all aspects of teaching, management and leadership	✓	
Other	Essential	Desirable
Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
To undertake, within reason, other various responsibilities as directed by the line manager and senior leadership team	✓	
This post is subject to an enhanced Disclosure & Barring Service check	✓	