

Job Description and Person Specification

Head of Modern Foreign Languages

Secondary School

Grade: TLR2B

Reporting to: Senior Leadership Team

The Saint John Southworth Catholic Academy Trust (and its commercial trading subsidiary and registered charitable foundation) is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This is a school-based role that will involve contact with children.

Job Description

Key Duties and Responsibilities

- To raise standards of pupil attainment and achievement within the department's curriculum area
- To be accountable for pupil progress and development within the department's curriculum area
- To develop and enhance the teaching practice of other members of staff within the department
- To ensure the department's provision of an appropriately balanced curriculum in line with the Trust's aims, objectives and policies
- To be accountable for leading, managing and developing the department's curriculum within the school
- To effectively manage and deploy teaching/support staff, the financial budget and physical resources within the department
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department
- To ensure that the planning activities of the department reflect the needs of pupils within the department's curriculum area, the School Development Plan and the aims and objectives of the Trust
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated annually
- To keep up to date with national developments in the department's curriculum, teaching practice and methodology
- To liaise with the Examinations Department to maintain accreditation with the relevant examination and validating bodies
- To participate in the school's Initial Teacher Training programme
- To contribute to the school's procedures for lesson observation
- To ensure that the department's quality procedures meet the requirements of self-evaluation and the School Development Plan
- To ensure effective communication with the parents of the school: to write reports on pupils and attend Parents' Meetings as required
- To liaise with partner schools, higher education, Industry Examination Boards, Awarding Bodies and other relevant external bodies
- To actively promote the development of effective subject links with external agencies
- To act as a Form Tutor and to carry out the associated duties
- To contribute to the school's Personal, Social, Health and Economic education, Citizenship and Enterprise according to school policy
- To ensure the behaviour management system is implemented in the department so that effective learning can take place
- To monitor pupils' coursework and take appropriate action, in line with the school's policies and procedures

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To play a full part in the life of the school community, to support its Roman Catholic mission and ethos and to encourage and ensure staff and pupils follow this example

Corporate Responsibilities

- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- To uphold an individual and organisational commitment to a culture of safeguarding for all
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: September 2026

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	• A good honours degree in the relevant subject/discipline • Qualified Teacher Status	• Evidence of relevant CPD	• Application
Experience	• Recent and relevant successful teaching experience / ability	• Awareness of Catholic academy trusts	• Application • Interview
Knowledge, Skills and Ability	• A commitment to developing into an outstanding teacher and a desire for significant professional development • Excellent knowledge of subject/s, national curriculum requirements and exam specifications • Understanding of how students learn • Highly tailored planning skills, using scheme of work • Effective skills in formative assessment • Behaviour management skills to support a disciplined and joyful culture	• Understanding of special educational needs and disabilities theory and practice	• Application • Interview • References
Character and Values	• High commitment to safeguarding and promoting the welfare of children • A passion for education and a deepfelt desire to make a difference for young people		• Application • Interview

	• Commitment to the Trust agenda for inclusion, diversity and equality • Commitment to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership • Humility: a recognition that the more you know, the less you know and not being afraid to say, 'I do not know' • Emotionally intelligent: know when to direct and when to challenge • Able to listen and show awareness of other's sensitivities; have personal pride and lead by example • Understand the importance of work/life balance • Resilient, flexible and hardworking		
Personal Circumstances	• Legally entitled to work in the UK • Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010	• Flexible to support out of hours activity on occasion	• References • Interview