

Job Description

Head of Modern Foreign Languages / Form Tutor

Reporting to:	Headteacher
Liaising with:	Headteacher, Leadership Team, Operations Manager, Trust Directors, Local Governing Body members, Staff, Pupils, Parents/Carers, External agencies/professionals
Grade/Salary:	M1 – UPS3 + TLR 2:1 £7847
Hours of work:	Full-time - 32.5 Hours per Week
Contract:	Permanent

Main Purpose:

We are seeking a dynamic leader and passionate teacher of French and/or Spanish, with a track record of excellent outcomes at GCSE to drive our Modern Foreign Languages Department to further success.

As Head of MFL you will be ensuring that languages are a central part of our academic offer at Saint Martin's. Our Mission Statement aspires for pupils to 'learn the best that has been thought and said', we therefore want an extraordinary curriculum where teachers are able to convey their expertise and love of languages to our pupils and pupils are able to remember what they have learned.

Head MFL Duties and Responsibilities:

- To be accountable for leading, managing and developing the subject area.
- To raise standards of student attainment and achievement within the whole subject/curriculum area and to monitor and support student progress.
- To ensure the provision of an academically rich curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies.
- To teach the relevant subject across the age and ability range.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To effectively manage and deploy staff, financial and physical resources within the department.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Teaching and Learning:

- To implement and deliver an inspiring and knowledge-rich curriculum where pupils become highly proficient in their chosen language.
- To be proficient in effective teaching methods; Doug Lemov's Teach Like a Champion is a key guide for

our teaching strategies at Saint Martin's.

- To monitor and support the overall progress and development of pupils as a Teacher and Form Tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment.

Duties & Responsibilities:

Specific Responsibilities

- Take responsibility for the progress and learning of pupils determined on an annual basis by the Headteacher and in accordance with the duties listed in this document.
- Carry out the professional duties covered by the latest School Teachers' Pay and Conditions document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers.
- Teach pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Maintain the positive ethos and core values of the Trust, both within the academy and the wider community.
- Teach pupils as directed by the Senior Leadership Team.
- Attend relevant INSET/CPD opportunities and keep up with current educational thinking and practice.
- Support the subject and school leadership team in the development and management of a curriculum area.
- Demonstrate a high standard of classroom management and practice and teach within the framework of the Academy Trust policies and guidelines paying particular attention to equal opportunities and behaviour management.
- Implement the Trust's positive behaviour management strategies in accordance with the behaviour management policy.
- Implement agreed policies and guidelines.
- Support initiatives taken by the Trust and SLT.
- Assess pupil achievement and plan for future learning.
- Plan appropriately to meet the need of all pupils.
- Keep appropriate and efficient records, integrating formative and summative assessment into planning.
- Work with SLT and other colleagues to track the progress of individual children and intervene where pupils are not making progress.
- Lead and manage a support staff team within the classroom ensuring the appropriate deployment of colleagues within the room.
- Demonstrate good and outstanding classroom teaching.
- Plan for, organise and maintain a stimulating classroom learning environment appropriate to the needs, age and level of development of the pupils, which facilitates learning.
- Be responsible for safeguarding the health and wellbeing of the pupils, actively promote the development of personal and social skills and provide emotional support in a way that accords with

the pupils' age and level of development within the stated aims of the school.

- Engage in and maintain a dialogue with parents/carers, therapists and other professionals about teaching and learning and progress of pupils in the allocated classes. Participate in school activities, meetings, discussions and management systems necessary to co-ordinate the work of the academy as part of the statutory 1265 hours directed time.
- Report to parents/carers on the development, progress and attainment of pupils.
- Make effective use of ICT to enhance learning and teaching. Work with the Senior Leadership Team in implementing the Academy Development Plan.
- Promote the agreed academy ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents/carers and visitors.
- Promote the academy and celebrate its success at every opportunity.
- Comply with and actively implement Trust policies regarding Health & Safety, Equal Opportunities, Safeguarding and Behaviour Management.
- Participate in training and the implementation of health care practices.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the Trust's safeguarding policy.
- Maintain an up-to-date knowledge of curriculum and relevant SEN issues through INSET, wider professional development and research.
- Support the leadership of your subject as directed by the Head of Department or Faculty.
- Help prepare a subject development plan for the area in consultation with colleagues/SLT.
- Support the development and implementation of policies, schemes of work and other initiatives in that subject area.
- Work with colleagues to identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and pupils being taught
- Provide guidance and support to teachers in the subject area on planning, delivery, appropriate teaching approaches and resources by means of meetings, working alongside individual teachers, and school-based INSET
- Assist in monitoring and evaluating planning, quality of teaching and pupil progress in the allocated curriculum area.
- Maintain up-to-date subject knowledge and knowledge of national and academy requirements and guidance in the curriculum area.
- Participate in and support the performance management policy.
- Carry out other tasks as reasonably requested by the Headteacher.

General

- Be a positive influence on the climate and culture of the Trust and show a positive example at all times;
- Support the Catholic ethos of the Trust;
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and copyright, reporting all concerns to the appropriate person
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall aims of the Academy;

- Appreciate and support the role of other professionals;

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



Person Specification Teacher

A. Training & Qualifications

	Essential	Desirable
Qualified Teacher Status	A I R	
Commitment to ongoing professional development	A	

B. Experience

	Essential	Desirable
Proven ability as an excellent Classroom Teacher	A I R	

C. Professional Knowledge and Skills

	Essential	Desirable
Professional knowledge of what constitutes high quality and standards in teaching and learning	A I R	
Professional understanding of inclusion and strategies for engaging all learners	A I R	
Professional understanding of safeguarding within a school setting	A I R	
Ability to write reports, keep accurate records and communicate effectively	A I R	
Effective organisational skills	A I R	
Ability to work well with a range of audiences, including parents/carers and other professionals	A I R	
Ability to use a positive approach to promote learning and excellent behaviour	A I R	
Confident and competent in the use of IT	A I R	
Understanding of cross-curricular teaching	A I R	
Understanding of curriculum and assessment of pupil progress	A I R	
Understand procedures and legislation relating to confidentiality	A I R	

D. Personal Attributes	Essential	Desirable
Resilience, the ability to work under pressure and be able to meet deadlines	A I R	
Proven ability to prioritise workloads	A I R	
Ability to work effectively and supportively within the academy	A I R	
Excellent communication and organisational skills (including written and oral skills)	A I R	
A commitment to safeguarding and promoting the welfare of children and young	A I R	
Ability to work creatively and collaborative	A I R	
Demonstrably professional, honest and loyal	A I R	
Ability to make and justify difficult decisions	A I R	
Commitment to our pupils and their learning, wellbeing and safety	A I R	
Committed to equality	A I R	
Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults	A I R	
Open-minded, self-evaluative and adaptable to changing circumstances and new ideas	A I R	
Willingness to support Catholic life in schools	A I R	
Emotional resilience	A I R	
Ability to self-evaluate and reflect	A I R	
Ability to be respectful and promote equality of opportunity and diversity	A I R	
E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	

Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory)	I	
Application (A) Interview (I), Reference (R)		

