



# THE CORBET SCHOOL

## JOB DESCRIPTION

<b>Post:</b>	<b>Head of Department for Modern Foreign Languages</b>
<b>Salary:</b>	<b>TLR</b>
<b>Responsible to:</b>	<b>A member of the Leadership Team and ultimately the Headteacher</b>

## **PRINCIPAL RESPONSIBILITIES**

### **1. General**

To provide professional leadership, direction, and management for a curriculum area to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all pupils.

### **2. Strategic direction and development of the department**

- Develop, implement, and monitor department policies and practices which reflect the school's commitment to high standards, high expectations, high achievement, and to effective teaching and learning.
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject taught, and confidence in teaching it.
- Ensure that policies, practices, expectations, targets and teaching methods are informed by relevant national, local and school data, plus research and inspection evidence.
- Monitor and evaluate all aspects of the work of the department and use this to inform priorities and targets for improvement.
- Monitoring and evaluate standards of achievement within the department and inform line managers.
- Establish Department Improvement Plans which:
  - contribute to whole school aims, policies and practices,
  - include realistic and challenging targets for improvement in the short, medium and long term,
  - detail action, timescales and criteria for success,
  - are understood by all those involved in putting the plans into action
- Monitor the progress made in achieving department plans and targets, evaluate the effects on teaching and learning, and use this to guide further improvement.
- Establish a shared understanding of the importance and role of the work of the department in contributing to pupils' personal, social, spiritual, moral and cultural development, and in preparing them for adult life.

### **3. Teaching and Learning**

- To teach courses and teaching groups covered by the department.
- Ensure coverage, continuity and progression in the curriculum area for all pupils, including those of high ability and those with SEN or linguistic needs.
- Ensure that detailed schemes of work are in place which meet the requirement of the curriculum and school priorities, provide appropriate challenge and are differentiated to meet the needs of all pupils.
- Ensure careers education is embedded within department curriculum plans.
- Ensure that teachers are clear about the teaching and learning objectives in lessons and communicate these to pupils.
- Provide guidance on the choice of appropriate teaching and learning strategies to meet the needs of all pupils.
- Establish and implement clear policies and practice for assessing, recording, and reporting on pupil achievement.
- Ensure that assessment data is used across the department for recognising pupil achievement, for setting targets for improvement and to ensure good progress.
- Monitor the quality of pupils' work and associated teachers' marking and feedback, and take appropriate action to further improve standards.
- Ensure the effective development of pupils' literacy, numeracy and ICT skills within the curriculum area.
- Set expectations and targets in relation to standards of pupil achievement and evaluate progress and achievement by all pupils.
- Identify pupils who are underachieving within the department, and where necessary create and implement effective plans to support those pupils.
- Ensure that high standards of pupil behaviour are established and maintained through the department.
- Monitor the frequency and efficacy of homework set by teachers to ensure high standards.
- Evaluate the teaching within the curriculum area, identify effective practice and areas for improvement, and take appropriate action to further improve the quality of teaching.
- Ensure the Department contributes to the effective development of pupils' individual and collaborative study skills necessary for them to become independent learners.
- To develop systems of assessment which meet the requirements of the school policies.
- To establish and maintain assessment records and oversee accurate completion of any reports on pupils.
- To administer policies on examinations, internal and external and any other methods of pupil assessment.
- Develop links with the local community in order to extend the subject curriculum, enhance teaching and learning and develop pupils' wider understanding.
- Ensure continuity and progression for pupils across the phases of education.
- Ensure that any relevant extra-curricular activities or visits operate within the governors' charging policy and follow the educational visits policies.

#### **4. Leading and managing staff**

- Establish clear expectations and positive working relationships among department staff through team working and mutual support.
- Ensure a consistent team approach to raising achievement within the department.
- Support department staff to establish constructive working relationships with pupils.
- Delegate tasks and devolve responsibilities as appropriate, evaluating practice and developing a shared sense of accountability.
- Sustain the motivation of all department staff.
- Lead the professional development of department staff and liaise with appropriate colleagues to co-ordinate the provision of high-quality professional development.
- Ensure department staff are well informed of curriculum and associated initiatives.
- Ensure that new department staff; Early Career Teachers; and Initial Teacher Training Teachers are appropriately trained, monitored, supported and assessed in relation to standards.
- Work with the SENCO and other SEN staff to ensure that relevant information is effectively used to set subject specific targets, and to match teaching and learning to pupils' needs.
- Ensure that the Headteacher, Senior Leadership Team and Governors are well informed about department progress and improvement plans.
- Appraise staff as required by the school policy and use the process to develop their personal and professional effectiveness

#### **5. Organisation**

- Establish staff and resource needs and advise the Senior Leadership Team of likely priorities for expenditure.
- Advise the Senior Leadership Team on staffing needs and appointments to the team.
- Allocate available resources with maximum efficiency to meet the objectives of the school and department plans.
- Effectively deploy staff to ensure the best use of subject and other expertise.
- Ensure the effective and efficient management and organisation of learning resources including ICT.
- Maintain existing resources and ensure the development of new resources.
- Oversee the provision of work for lessons where department members are absent.
- Create an effective and stimulating learning environment within the department.

#### **6. Finance**

To control the expenditure; prepare budgets; and to oversee the uses, storage and security of equipment and other resources.

#### **7. Health and safety**

- To take delegated responsibility for the implementation of the school's policy as required by the Health & Safety at Work Act.

#### **8. General duties**

- To carry out a share of supervisory duties.
- To participate in appropriate meetings with colleagues and parents relative to the above duties.
- To be a Form Tutor to an assigned group of pupils.
  - To promote the general progress and well-being of individual pupils and of the Form Group as a whole.
  - To ensure the implementation of the school's Pastoral System
  - To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
  - To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
  - To contribute to the preparation of school reports.
  - To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
  - To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individuals pupils, after consultation with the appropriate staff.
- To teach aspects of PSHE and Citizenship as part of School Focus days.

## **9. Notes**

- These responsibilities may, fully or in part be delegated within the department but overall responsibility through the Leadership Team to the Headteacher rests with the Head of Department.
- The above responsibilities are subject to the general duties and responsibilities contained in the current statement of National Conditions of Service.
- This job description is not necessarily complete and may be amended in the light of experience after consultation with the holder of the post.