



## **JOB SPECIFICATION**

JOB TITLE: Head of Modern Foreign Languages Faculty

### **Curriculum**

The successful candidate will be required to:

1. Raise standards of attainment and progress at every key stage in MFL.
2. Lead the Department with a clear vision and by demonstrating quality first teaching.
3. Plan with colleagues for the development of the department and to write the improvement plan within the framework of the Academy's improvement plan and evaluate progress against this.
4. Ensure that the aims of schemes of learning and the knowledge, skills and attitudes to be imparted to students through the Department, are in keeping with the general aims of the Academy.
5. Maintain and develop schemes of learning, within the framework of the National Curriculum and the requirements of examination boards, working collaboratively with the whole team.
6. Organise the timetable and arrangement of classes within the Academy's agreed policies.
7. Play an active part in ensuring that all students are working to their potential and achieving high standards in MFL.
8. Play an active part in supporting members of the department in maintaining sound discipline, within the Academy's agreed procedures
9. Monitor the quality of teaching and learning within the department
10. Oversee assessment of students, including reports to parents, internal records and records of achievement, internal examinations and external examinations.
11. Keep abreast of curriculum developments affecting the department and be prepared to discuss matters affecting the curriculum as a whole.
12. Ensure that health and safety issues are properly understood, and procedures followed.
13. Ensure that all safeguarding policies and procedures are adhered to.
14. Create, maintain and develop conditions which maximise the achievement of students in the department and the performance of staff teaching in the department.

## **Staff**

You will be required to:

1. Enable members of the team to receive appropriate staff development.
2. Act as performance/review leader where appropriate.
3. Induct ECTs as required and support the training of student teachers when they have been accepted into the department and support colleagues new to the Academy.
4. Support supply teachers and teachers doing cover by ensuring that suitable material is available for lessons when members of the department are absent.

## **Communication and meetings**

You will be required to:

1. Run appropriate meetings for the team, ensuring the provision of agendas and minutes.
2. Support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the Department and to Senior Leaders.

## **Finance**

You will be required to:

1. Control the department's annual budget, to monitor expenditure and keep an inventory of equipment, textbooks and other resources
2. Oversee the provision and maintenance of effective resources for learning - textbooks, students' materials, equipment, rooms.

## **Duties**

Responsible for improving the quality of the learning and teaching of MFL throughout the Academy.

The duties will be reviewed annually as part of the performance management review.

Note:

The duties required of all teachers under pay and conditions of service legislation are a necessary part of this description.