

Our Motto is “The Pursuit of Excellence”

Head of Modern Foreign Languages Job Description	
Wootton 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.	
Job Description:	To lead the Modern Foreign Languages Department with passion and vision, promoting and developing its academic reputation. To ensure that high standards of teaching and learning are delivered, resources are used effectively and the curriculum is managed and developed across the Department in accordance with the strategic direction of Wootton Academy Trust.
Job Purpose:	To lead, manage, develop, and be accountable for the department team and the curriculum at Key Stages 3, 4, & 5 in order to ensure the highest possible standards of learner achievement, personal development and well-being.
Job Title:	Head of Modern Foreign Languages
Location:	Wootton Upper School and Kimberley 16-19 STEM College
Reporting Line:	The post holder will report to the specified member of the Senior Leadership Team.
Hours:	Full Time
Line management responsibility for:	Modern Foreign Languages Staff
Working Time and Conditions:	<p>These will be as specified in the latest School Teachers Pay and Conditions Document. The post holder will continue to meet, maintain, and build upon, as appropriate:</p> <ul style="list-style-type: none"> - the National Standards for QTS as laid down by the Training and Development Agency, relating to a) Professional values and practice b) Teaching c) Knowledge and understanding; - the Induction Standards; and - the Threshold Standards (Please see www.tda.gov.uk).
Dimensions:	<p>The post holder will be responsible for the following, with reference to the national framework for middle leaders:</p> <ul style="list-style-type: none"> - The strategic direction and development of the subject; - Teaching and learning; - Leading and managing staff; - Learner progress and standards of achievement; and <p>The efficient and effective deployment of staff and resources.</p>

Principal Accountabilities/ Responsibilities	<p>The strategic direction and development of the subject:</p> <ul style="list-style-type: none"> - To ensure that the departmental culture, policies and practices follow and contribute to those of Wootton Academy Trust. - To contribute to a Trust-wide culture and climate which enable staff and learners to develop and maintain positive attitudes towards the subject. - To create an annual subject review and development plan, which contributes to the achievement of the Trust Improvement Plan. - To set expectations and goals for colleagues and learners in relation to the Trust's standards of achievement, behaviour and engagement. - To contribute to Trust planning, review, monitoring and evaluation. - To monitor, evaluate, and review standards of leadership, teaching and learning, and learner achievement and progress against school/college, local, and national standards. - To represent the department in the wider community and liaise with the rest of the Trust, local governors, feeder schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc. - To advise on and assist with the development of spiritual and moral elements of the curriculum. - To keep up to date with national developments in the subject area and teaching practice and methodology. <p>Teaching and learning:</p> <ul style="list-style-type: none"> - To lead all subject staff in the creation, implementation, and development of accessible and challenging courses/schemes of work which meet Trust and national requirements. - To lead the development and implementation of effective teaching and learning strategies, including ICT-based developments and remote learning provision. - To lead the development and implementation of effective departmental assessment policies, within the framework of those for the whole Trust - To promote and support extra-curricular activities. <p>Leading and managing staff:</p> <ul style="list-style-type: none"> - To build a team in which good practice is shared, and meeting time is used effectively to raise achievement, and support learners' personal development and well-being. - To monitor and review the performance of staff in the department and take responsibility for any necessary action arising, including ensuring that Appraisal is carried out according to Trust and national regulations and that staff receive regular feedback, which supports progress against their appraisal objectives. - To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning. - To communicate effectively with staff so that they are properly informed of developments across the Trust and that their views are represented. - To ensure that staff understand and effectively implement Trust policies. <p>Learner progress and standards of achievement:</p>

- To set and monitor appropriately challenging subject targets for learners, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise learner progress.
- To maximise achievement by ensuring that examination entries are at an appropriate tier and non-entries are minimised; to assist with the management and conduct of examinations.
- To promote, manage, and be responsible for high standards of learner behaviour.
- To implement creatively the Trust's systems for rewarding good learner performance and to ensure all staff use them effectively.
- To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children's progress.

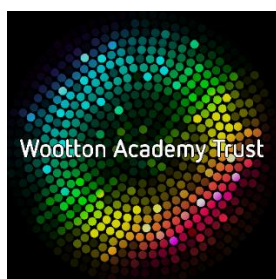
The efficient and effective deployment of staff and resources:

- To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down.
- To assist in the recruitment of staff.
- To be responsible for the effective deployment of staff and to make appropriate arrangements in their absence.
- To ensure that the department's accommodation/ area, resources and equipment are maintained in good order, including the management of a) health and safety, and b) security.
- To provide a stimulating environment, including maintaining displays that promote interest and learning.

Other Specific Duties:

- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
- To undertake any other duty as specified by the STPCD not mentioned in the above.

The job description is current at the date shown, but, in consultation with you, may be changed by the Executive Principal to reflect or anticipate changes in the job commensurate with the grade and job title.



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Head of Modern Foreign Languages Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications	<p>Qualified Teacher Status</p> <p>Graduate in Modern Foreign Languages or a closely related subject area.</p>	
Experience	<p>An outstanding subject teacher.</p> <p>Evidence of ongoing professional development.</p> <p>Recent successful experience within a secondary setting of teaching Modern Foreign Languages up to GCSE and A Level.</p> <p>A track record of learners achieving high levels of progress.</p> <p>A keen interest in developing your pedagogy to inspire learners.</p> <p>Working effectively with a form group.</p> <p>Effective use of Assessment for Learning to engage learners as partners in their learning.</p>	<p>Middle Leadership experience within an MFL department.</p> <p>Experience of participating in or leading a department or whole school initiative, such as an MFL exchange or other trips.</p>
Knowledge & Skills	<p>Excellent subject knowledge.</p> <p>Ability to contribute to the further development of Schemes of Learning.</p> <p>Exceptional communication and presentation skills.</p> <p>Assessment recording and reporting of learners’ achievements in the subject and the use of data to secure learner progress.</p> <p>Strong ICT skills with a clear understanding of the potential for ICT to transform pupils’ learning.</p> <p>Use of strategies to promote good learner relationships and high attainment in an inclusive environment.</p>	<p>Knowledge of Ofsted frameworks.</p> <p>Ability to use and promote a wide range of teaching methodologies.</p> <p>Ability to contribute to wider staff training to support individual staff.</p>

	<p>Ability to plan and resource effective interventions to meet curricular objectives.</p> <p>Ability to contribute to the further development of Schemes of Learning.</p> <p>The ability to lead and manage people to work towards a common goal.</p> <p>Excellent interpersonal, communication and behavioural management skills.</p> <p>Excellent organizational skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Able to be highly evaluative of your own work and that of other colleagues and to identify effective strategies to secure improvements.</p>	
Personal competencies and qualities	<p>Possess personal warmth and be able to gain the confidence of learners and parents, demonstrating the ability to create a positive rapport with learners and a safe environment within which the learner can flourish.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Flexible to meet the needs of Wootton Academy Trust.</p> <p>Commitment to personal and team professional development.</p> <p>Commitment to the Trust's values.</p> <p>Commitment to safeguarding young people.</p>	<p>Willingness to contribute to extra-curricular activities.</p> <p>Confident to present ideas to a wide range of audiences including learners, parents and staff including large audiences.</p>