



Whitburn Church of England Academy

Head of Subject: MFL	
Purpose of the Post	
- Promote the ethos and principles of Whitburn Church of England Academy with all staff, students and the wider community by exercising the rights and responsibilities of the post - Promote a consistently high quality, engaging, broad and inclusive curriculum provision across the Subject, through leadership, management, development and review. To realise the motto 'Excellence for All' by ensuring the highest possible standards of student achievement, personal development and well-being - Role model the teaching and learning behaviours expected of teachers in the Academy - Be accountable for student progress and attainment within the Subject curriculum areas; support, hold accountable, develop and lead the members of the Subject - Develop and enhance the teaching practice of others, through appropriate professional development informed by School Review and a deep understanding of pedagogical approaches - Develop and enhance the leadership and management of the department and oversee the deployment of staff within the subject, in conjunction with SMT - Establish a working ethos in which creativity and innovation are valued and encouraged - Quality assure the work of the Subject and contribute to whole school planning, review, monitoring and evaluation - Offer insight and innovation to the delivery of the Subject; linking subjects and staff where appropriate to secure valuable learning opportunities. Further develop extra curricula opportunities for students including visits. - Keep up to date with and actively respond to national developments in the subject area. - Ensure that the Subject makes a contribution to cross-curricular work - To effectively develop and promote the use of Office 365 / Teams - Undertake all the strategic responsibilities of the Head of Subject	
Teaching	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Academy Based Working time	195 Days per year. Full time.
TLR Point	TLR 2c
Reporting to	Senior Management Team
Responsible for	- All students and students studying within the Subject - All staff teaching the Subject - All aspects of the Subject curriculum and the management and effective deployment of resources within the Subject
Main Duties	A - Subject Leadership & Management - Represent the Subject at Subject Board and in the wider school community - Oversee the day to day management of the Subject in order to provide the most effective learning environment for students and provide guidance and support for all teaching and support staff - Lead curriculum developments within the Subject by displaying initiative and by providing a professional, positive, innovative and creative approach

	4. Ensure Subject protocols are clear and consistently implemented 5. Organise and deploy the Subject's time, budget, resources and staff efficiently and effectively 6. Be aware of and ensure compliance with all policies and procedures B - Student Attainment, Achievement and Progress 1. Ensure students' work is assessed regularly so that formative feedback and summative reporting are effective and timely 2. Monitor achievement and student progress across the Subject regularly as per the School Review cycle identifying gaps in student progress 3. Liaise with Subject colleagues and SMT / Pastoral Year Leads / SENCO to agree and implement appropriate interventions to close identified gaps in achievement 4. Ensure that students' progress and achievements are acknowledged, celebrated and reported accurately using Go4Schools 5. Co-ordinate, in conjunction with SMT the review of assessments to ensure they are fit for purpose and are consistently used 6. Ensure a safe, secure and structured learning environment within the Subject 7. Manage the timely production of appropriate internal exams and the provision of information for external exams. 8. Co-ordinate opportunities for staff to quality assure reports written by Subject members prior to submission C - Curriculum Provision and Development 1. Ensure and be accountable for the delivery of a high quality, well sequenced and appropriately differentiated curriculum including appropriate enrichment opportunities 2. Ensure all meeting time is used effectively and wholly dedicated to curriculum and staff professional development; all business matters are to be communicated via email and the meeting record with action points is to be supplied to the SMT link 3. Review the curriculum to raise achievement, add to the breadth of provision or provide enrichment opportunities and cross-curricular provision 4. Consider the use of new and emerging technologies to support teaching, learning and inclusion strategies D - Staff Development, Recruitment and Deployment 1. Form professional and collaborative working relationships with colleagues and motivate staff; promote teamwork and collegiality 2. Provide and co-ordinate support, advice, feedback and coaching for the subject team in areas of teaching, learning and student management 3. Manage Subject development opportunities to consider teaching and learning methodologies, share research and inspire Subject staff to develop their practice 4. Act as Professional Growth Reviewer, ensure an ongoing professional dialogue is maintained and take responsibility for any necessary action arising from School Review 5. Ensure all staff undergo appropriate CPD activities informed by their PGP and School Review, making effective use of the CPD entitlement 6. Co-ordinate the use of additional non contact time within the Subject to ensure it is dedicated to staff and curriculum development; devise a peer
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	observation schedule based on School Review outcomes to aid professional development 7. Ensure staff are given a fair allocation of classes across the age and ability range and given appropriate support 8. Monitor and evaluate the impact of CPD on classroom practice and share outcomes 9. Participate in the selection and effective induction of new staff 10. Participate in the training programmes for ITT, School Direct trainees and ECT 11. Delegate responsibilities appropriately across the Subject, enabling professional development 12. Ensure high quality display materials that promote interest and learning are maintained within the Subject 13. Make appropriate arrangements for classes in the event of the absence of a Subject colleague; ensuring the quality of teaching and cover supervision are closely monitored 14. In the case of long term staff absence, staffing should be rotated as agreed after discussion with SMT E - Quality Assurance 1. Take a leading role in School Review within the Subject; evaluate the provision against all Teacher Standards to identify and address areas for improvement and opportunities for sharing good practice 2. Act in response to the evaluation of School Review outcomes 3. Challenge classroom practice and student progress where expectations are not met; set appropriate targets and evaluate if these are met. F - Management of Information 1. Ensure that data in Go4Schools is sufficient, accurate, up to date and completed in a timely fashion 2. Ensure the Subject class records are maintained as appropriate using Go4Schools 3. Lead the use of data analysis in evaluation of staff and student performance. 4. Ensure that subject, class and individual learner targets are used to raise standards 5. Evaluate of staff and student performance in order to raise standards and close gaps in attainment G - Liaison & Communication 1. Ensure all appropriate lines of communication are maintained with Subject Members, PYLs, SENCO and SMT Other Duties • Use the Academy calendar effectively to prioritise tasks and plan in detail • Adhere to the Academy Staff Code of Conduct • Undertake any duty as specified by School Teachers' Pay and Condition Documents not mentioned above • Discharge your duty of care for your own and others' health and safety • Undertake training and development as required, in particular addressing issues raised through School Review • Assist, where appropriate, with the training and development of fellow colleagues • Be courteous to colleagues, students and parents and provide a welcoming
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	environment to guests • Other duties will be required as and when necessary to the post from time to time. The job description is current at the date shown but, in conjunction, with the post-holder, may be revised by the Principal to reflect and anticipate changes in the job that are commensurate with the grade and job title. Such variations that are made to the duties and responsibilities will not change the general character of the post • Advise the Academy of any disability you may have or develop so that the Academy can endeavour to make any necessary reasonable adjustments to the job and the working environment.
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