

# Job Description

<b>Job Title:</b>	Head of Modern Foreign Languages
<b>Job Purpose:</b>	To foster the teaching of the relevant subject(s) by providing positive leadership, managing the use of resources and promoting excellent professional practice; to contribute positively to whole school effectiveness.
<b>Salary:</b>	MPR/UPR plus TLR 2c
<b>Accountable to:</b>	Designated Senior Leader
<b>Accountable for:</b>	Ensuring the highest quality of teaching and learning in the Curriculum Area; promoting and accounting for the highest standards. All Departmental staff, as indicated in the Key Tasks specified below. Managing the Curriculum Area budget and resources. Establishing and maintaining a strategic direction for the department in accordance with the priorities of the School Development Plan; devising, implementing and evaluating a Departmental Development Plan; advising the school's leadership team accordingly.
<b>Liaising with:</b>	Senior Leadership Team, other Leaders of Learning, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA staff, parents.

# Job Description

<b>Duties, Responsibilities and Key Tasks:</b>	<ul style="list-style-type: none"><li>• To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.</li><li>• To develop and enhance the teaching practice of others. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher of the school</li><li>• To be accountable for student progress and development within the curriculum area.</li><li>• To be accountable for leading, managing and developing the subject/curriculum area.</li><li>• Effectively to manage and deploy teaching/support staff, financial and physical resources within the curriculum area.</li><li>• To lead and participate in overseas visits/exchanges.</li></ul>
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"><li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li><li>• The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</li><li>• Actively to monitor and follow up student progress</li><li>• To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.</li><li>• To produce, implement and evaluate a Departmental Development Plan and to contribute as appropriate to the production and evaluation of the School Development Plan.</li><li>• To make a significant contribution to the aims of the school as stated in School policies.</li><li>• To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li><li>• To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the School.</li><li>• To link with the holders of other posts within the Curriculum Area to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.</li><li>• In conjunction with the Leader of Learning I.C.T. to foster and oversee the application of I.C.T. as appropriate and in accordance with overall school plans.</li><li>• To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary.</li></ul>

# Job Description

## **Curriculum Provision:**

- To be a member of the school's curriculum leadership group and to promote the department's representation on study groups
- To liaise with the designated Senior Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan/School Evaluation.
- To be accountable for the development and delivery of related subjects.
- To be responsible for the development, implementation and evaluation of schemes of work, in accordance with school policies and procedures.
- To develop, implement and evaluate practice in assessment, recording and reporting in accordance with school policy.

## **Curriculum Development:**

- To lead curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To be responsible for and to monitor the quality of Learning and Teaching in the curriculum area and to guide staff on appropriate methodology and deployment of resources.
- To ensure an enriching curricular experience for all pupils in the curriculum area.
- To liaise with the Leader of Learning Support in the provision of appropriate learning programmes for pupils with special educational needs.
- To contribute to the continuous development of Learning and Teaching across the school and to lead the implementation of appropriate school, local and national initiatives.
- Actively to monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the designated Senior Leader and the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in the curriculum area.
- To ensure that the development of related subjects is in line with national developments.

# Job Description

<p><b>Staffing</b></p> <p><b>Staff Development:</b></p> <p><b>Recruitment/ Deployment of Staff</b></p>	<ul style="list-style-type: none"><li>• To work with the Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li><li>• To facilitate staff development through innovation, in-service education and devolved responsibility.</li><li>• To be responsible for the efficient and effective deployment of any support staff within the Department.</li><li>• To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.</li><li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.</li><li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li><li>• To promote teamwork and to motivate staff to ensure effective working relations.</li><li>• To participate in the school's ITT programme.</li><li>• To supervise, organise and assess the work of student teachers in liaison with staff with specific responsibilities in these areas.</li><li>• To be responsible for the day-to-day leadership and management of staff within the designated department and act as a positive role model.</li></ul>
<p><b>Quality Assurance:</b></p>	<ul style="list-style-type: none"><li>• To ensure the effective operation of quality control systems.</li><li>• To establish the process of the setting of targets within the department and to work towards their achievement.</li><li>• To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.</li><li>• To contribute to the School procedures for lesson observation.</li><li>• To implement School quality procedures and to ensure adherence to those within the department.</li><li>• To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.</li><li>• To seek/implement modification and improvement where required.</li><li>• To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan. To maintain a departmental Self Evaluation Form and to contribute to the school Self Evaluation Form.</li></ul>
<p><b>Management Information:</b></p>	<ul style="list-style-type: none"><li>• To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li><li>• To make use of analysis and evaluate performance data provided.</li><li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li></ul>

# Job Description

	<ul style="list-style-type: none"><li>• To produce reports within the quality assurance cycle for the department.</li><li>• To produce reports on examination performance, including the use of value-added data.</li><li>• In conjunction with the relevant Senior Leader, to manage the Department's collection of data.</li><li>• To provide the Governing Body with relevant information relating to the Departmental performance and development and to attend meetings of Governors as required.</li></ul>
<b>Communications:</b>	<ul style="list-style-type: none"><li>• To ensure that all members of the department are familiar with its aims and objectives.</li><li>• To ensure effective communication/consultation as appropriate with the parents of students.</li><li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li><li>• To represent the Departments views and interests</li><li>• To ensure that the appropriate departmental documentation, including the departmental handbook and schemes of work, is in place and up to date.</li></ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"><li>• To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.</li></ul> <p>To lead the development of effective subject links with partner schools and the community to give attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</p> <ul style="list-style-type: none"><li>• To promote actively the development of effective subject links with external agencies.</li></ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"><li>• To produce finance bid in accordance with the departmental development plan and to evaluate the effectiveness of resource allocation.</li><li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li><li>• To work with the Senior Curriculum Leader(s) in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.</li></ul>

# Job Description

<b>Pastoral System:</b>	<ul style="list-style-type: none"><li>• To monitor and support the overall progress and development of students within the department.</li><li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li><li>• To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li><li>• To contribute to PSHCE, citizenship and enterprise according to school policy.</li><li>• To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</li></ul>
<b>Teaching:</b>	<ul style="list-style-type: none"><li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li></ul>
<b>Additional Duties:</b>	To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students to follow this example.
<b>Other Specific Duties:</b>	<ul style="list-style-type: none"><li>• To continue personal development as agreed.</li><li>• To engage actively in the performance review process.</li><li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li><li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li><li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</li><li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li><li>• The school 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.</li></ul>
The responsibilities of the post may be reviewed and modified in the light of the needs of the Trust. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.	