

JOB DESCRIPTION

Job Title:	Head of Modern Foreign Languages	Reporting to:	Headteacher
Location:	City Academy	Annual salary:	MPS/UPS + TLR2c
Contract type:	Permanent	Hours of work:	Monday – Friday 32.5 hours per week

Job Purpose and Responsibilities

- To lead, manage, develop and be accountable for the faculty team and the curriculum at Key Stages 3 and 4 in order to ensure the highest possible standards of pupil achievement, personal development and well-being in accordance with the aims of the Academy and the curricular policies. Provide professional support and guidance to colleagues, including modelling effective strategies; e.g. behaviour management, teaching and learning and ensure staff are informed and up to date in their work.
- To ensure that the faculty culture, policies, and practices follow and contribute to those of the Academy.
- To contribute to a whole-academy culture and climate which enables staff and pupils to develop and maintain positive attitudes towards the subject.
- To create an annual faculty development plan, which contributes to the achievement of the Academy Improvement Plan, and which involves all the subject staff in its design and evaluation. This will reflect the Academy's commitment to continuous improvement, high achievement, effective teaching and learning, and inclusion.
- To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
- To contribute to whole Academy planning, review, monitoring and evaluation.
- To create and regularly update a faculty SEF within which, standards of leadership, teaching and learning, and pupil achievement against Academy, local, and national standards are monitored, evaluated and reviewed including by regular lesson observation, sampling work, collating and interpreting data.
- To represent the faculty in the wider Academy community and liaise with the rest of the Academy, governors, Trust, further and higher education, industry, outside agencies, examination boards etc.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To lead the development and implementation of effective departmental assessment policies, within the framework of those for the whole Academy

- To promote and support extra-curricular activities, which enrich and support the learning and experience of all pupils and increases their participation in Academy life.
- To lead all subject staff in the creation, consistent implementation, and improvement of courses/schemes of work which meet Academy and national requirements and are accessible to and provide suitable challenges for all students, including key skills.
- To monitor the performance of staff in the department and take responsibility for any necessary action arising.
- To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning; the above to include participating in and leading the Academy's programmes of staff training and development.
- To ensure that Performance Management (PM) is carried out according to Academy and national regulations and that staff receive regular feedback, which supports progress against their PM objectives.
- To communicate effectively with staff so that they are properly informed of developments across the Academy and that their views are represented.
- To ensure that staff understand and effectively implement Academy policies.
- To build a team in which good practice is shared, and meeting time is used effectively to raise achievement, and support pupils' personal development and well-being.
- 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 pupil behaviour.
- To implement creatively the Academy's systems for rewarding good pupil 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.
- Any other duties deemed appropriate to the grade and workload as requested by the leadership team.
- To participate in the operation of the Academy's Appraisal Scheme.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- Within the framework of whole-academy policies, to set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole Academy; to manage interventions to maximise pupil progress.

- 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.
- To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down.
- The post holder will be responsible for the following, with reference to the national framework for middle leaders:
 - The strategic direction and development of the subject(s)
 - Teaching and learning.
 - Leading and managing staff.
 - Pupil progress and standards of achievement.
 - The efficient and effective deployment of staff and resources.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

Special Conditions of Employment Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	
Job Description Reviewed by:	