

Job Description

Head of Department (Modern Foreign Languages)

Principal Responsibilities

To contribute to ensuring high standards of teaching, learning and behaviour.

Responsible to: The Headteacher via Assistant Headteacher

Duties and Responsibilities

- To be committed to the safeguarding and well-being of all students and to follow school policy and procedures in this regard
- The major task of teachers is to enable all students to achieve their full potential (social, physical, emotional and intellectual) by developing in them relevant skills, competencies, attitudes, concepts and knowledge. Teachers should use their professional judgements and skills to help students acquire the confidence to tackle all aspects of learning throughout their lives. They should seek to enhance self-esteem and self-fulfillment of students through a supportive, encouraging, yet challenging approach to learning.
- Teachers will achieve these aims by working at or towards the professional standards at the appropriate level. All teachers will be expected to prepare, teach, mark work, and keep appropriate records of assessment of designated groups within Team or Departmental areas in accordance with school and department policies. A wide variety of teaching styles suited to the needs of individuals and small groups as well as whole classes should be adopted.
- All teachers will be expected to work collaboratively with other staff as members of teams, departments and/or other cross-curricular groups. They will contribute their own particular talents and skills to such groups to aid the production of new initiatives, policies, resources, schemes of work etc.
- In collaboration with students and support staff, all teachers are responsible for caring for the school environment, and teachers take responsibility for their own rooms.
- Teachers should have a concern for the academic and general welfare of students in their care during specific lessons, but teachers who are tutors (and most are) are expected to take a broader responsibility for the development and progression of a group of students.
- Much is expected of teachers at Holmer Green Senior School to meet both their own professional fulfilment and the aims of the school, but all staff also have the right to appropriate support, learning and development opportunities and INSET through formal and informal contact with colleagues, particularly Heads of Department, and members of the Leadership Team.
- Teachers are encouraged to assist in the development of any aspects of the school to which they feel drawn.

Specific Duties and Responsibilities as Head of Faculty or Department

To lead learning within the Department by:

- providing a vision for excellence within the department
- ensuring the curriculum is coherent, ambitious and well sequenced, ensuring all pupils gain the knowledge and skills they need to succeed
- ensuring high quality implementation of the curriculum, addressing any issues where learning falls below the required standards
- ensuring that learning is inclusive and challenging through effective use of data and assessment for learning
- ensuring the department meets the needs of all pupils, including those with Special Educational Needs, disadvantaged students, and those who are identified as High Prior Attainers
- supporting staff in dealing effectively with student behaviour to remove barriers to learning by ensuring the school's behaviour systems are consistently implemented
- ensuring that department team complete school monitoring, recording, and reporting requirements to a high standard
- ensuring value for money and the effective deployment of the department's annual budget

To lead, train, support and manage department staff through:

- ensuring that all new staff receive a comprehensive induction
- supporting the continuing professional development of department staff
- keeping up to date with relevant educational issues and pedagogy
- facilitating the sharing of good practice through meetings and INSET
- annual appraisal of colleagues under direct line management

To lead the department's review and improvement planning work by:

- analysing the examination results of students working within the subject and agreeing and implementing action points
- contributing to the department's ongoing self-review
- conducting learning walks to ensure the consistent use of teaching and learning non-negotiables and strategies from the school playbook
- providing timely, highly effective feedback to colleagues which clearly identifies strategies for improvement of teaching and learning
- supporting the department to mark and moderate students' work in line with the expectations of the National Curriculum and exam boards' requirements
- conducting regular quality assurance of students' work in lessons and in books
- ensuring the effective use of self-review tools including those which facilitate student feedback on their learning experiences
- preparing improvement plans for the department

To lead the Department's outreach work by:

- working collaboratively with other schools to promote the uptake and teaching of MFL
- contribute to professional networks where appropriate

Qualifications Required

- Good honours degree or equivalent
- Qualified Teacher Status
- Evidence of recent or relevant training and development and/or further study

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Take a lead role in establishing a positive learning environment amongst all staff and students to ensure students are able to make a positive contribution, learn and thrive in an atmosphere of dignity and respect
- Lead by example and demonstrate passion and ambition for the school, subject and its students
- Produce, implement, monitor and evaluate a development plan in line with the school priorities and the whole school development plan
- Focus relentlessly on improving the quality of teaching and learning and assessment within this remit and ensure that it impacts on learners
- Lead on and engage all team members in quality assurance processes such as collaborative planning, work sampling, learning walks, student voice activities and lesson observations that allow for greater consistency in teaching and learning
- Participate in the school appraisal process
- Work within the terms and conditions of the current *School Teachers' Pay and Conditions* document
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Disclosure and Barring Service
- In accordance with the provision of the Equality Act 2010, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date: