



### **Job Description**

**Post:** Head of Modern Foreign Languages  
(Spanish, Arabic, Mandarin & Turkish)

**Responsible to:** Assistant Headteacher in charge of MFL

**Salary scale:** TLR 2c, £8,611

**Location:** The Excelsior Academy

### **Job Purpose**

The main purpose of this post is to effectively lead and manage the department to ensure that all students and staff reach their full potential. The HoD must ensure that MFL is an outstanding department by setting demanding targets and providing effective support. An outstanding HoD will challenge both staff and students to achieve far beyond their preconceived limits. An effective HoD will ensure that MFL is an outstanding area of achievement, both within the school and against national benchmarks.

### **Main responsibilities of the post**

- To be accountable for planning, development, monitoring and evaluation of KS4 provision in MFL
- To teach to a very high standard to both KS3 and KS4 where required
- To be accountable for high standards of learning, student progress, improved attainment and support and challenge for students
- To comply with the range of duties and responsibilities of teachers as set out in the current School Teachers' Pay and Conditions document.

### **Specific responsibilities**

#### *Strategic Leadership*

- To lead the KS3 and KS4 MFL programme
- To lead by example through modelling excellent professional practice
- To promote the sharing of good practice in KS3 and KS4 teaching amongst subject staff
- To actively support and hold staff accountable in their performance
- To ensure that student progress and attainment in MFL is outstanding
- To attend appropriate INSET, to contribute to the whole-school CPD plan with a view to raising awareness, developing and disseminating good practice in the subject
- To represent the department's interests at school and local meetings as may be required, and to actively promote effective subject links with external agencies, partner schools and the community
- To respond actively to national, regional and local developments and initiatives, including content, teaching practice, curricula and methodology

### *Operational role*

- To undertake the duties of a head of department to an exceptional standard
- To coordinate teaching of MFL across the department
- To develop new schemes of learning in line with the changing curricula
- To ensure that the MFL curriculum is differentiated and accessible for all students
- To lead analysis, organisation and distribution of all assessments
- To monitor the allocation of texts and further resources
- To carry out book looks, and learning walks in line with SEF and DDP foci
- To carry out student interviews in line with SEF and DDP foci
- To monitor progress and attainment of individual groups following interim assessments and put in measures of support with SLT
- To set up and maintain trackers to monitor progress of individuals and groups of students
- To ensure trackers are accurate and up to date
- To keep abreast of changes to KS3 and KS4 curriculum and inform the department
- To provide training on KS3 and KS4 teaching and learning to the department during department meetings
- To meet weekly with the line manager.
- Set cover in the absence of teachers in the department
- To complete performance management of teachers in the department when required
- To plan and prepare meeting agendas and items
- To plan and prepare for parents/open evenings and other similar events
- To lead department detention
- To be responsible for MFL learning environments (classrooms, corridors and office)
- To be responsible for allocating department consumables (stationery, exercise books etc) and capitation
- To mentor ECT's and underperforming teachers
- To organise regular trips, in order for students to experience outdoor learning first hand

### *Quality and Standards*

- To support, develop and hold staff accountable for their performance
- To ensure staff in the department are undertaking effective CPD
- To monitor and support teaching of schemes of work at both key stages
- To collect and keep updated a portfolio of work at each level to act as a guide for moderation and for staff development purposes
- To oversee the academic progress of students in the department by using student data and target setting to ensure that every student is reaching their potential
- To analyse interim data and put intervention systems in place to maximise progress
- Monitor students' attendance and punctuality and behaviour in lessons in the department, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To establish common standards of practice, and to actively monitor learning and behaviour in accordance with school policies
- To have oversight of classroom and corridor displays in the department, ensuring that they are attractive, relevant and regularly updated

### *Teaching and Learning*

- Teaching appropriately the students assigned to them according to their needs. This includes the setting, marking, assessing of classwork, homework, projects and visits, where appropriate
- Act as a role model in the provision of high quality teaching, learning and assessment
- Contribute to the school's monitoring and evaluation processes
- Keep records of students' attendance, classwork and homework
- Endeavour to give every child the opportunity to reach their potential and meet high expectations

- Induct and mentor new staff in the department
- Ensure that ECTs, BT's new members of staff and supply teachers in the department are appropriately monitored and supported

#### *Staff, Resources and Accommodation*

- Coach and support colleagues in the exercise of their responsibilities in the department
- Ensure the appropriate standards of care among students
- Undertake self-review and engage in regular performance management as required. Conduct performance management cycle and appraisal process for individuals and groups of given responsibility area

#### *Community*

- Ensure an effective dialogue with parents/carers, outside agencies, community partners and partner organisations
- Represent the school as required
- Develop links with other schools, colleges and learning providers as appropriate
- Attend school functions such as open evenings and parents' evenings, sports fixtures and extra-curricular activities as required
- Participate in feeder school liaison as appropriate. Ensure effective departmental communication and consultation with parents takes place
- Ensure positive relationships with members of the wider community

#### *General*

- Maintain a high profile
- Attend and participate in regular meetings
- Support school functions as appropriate
- Contribute to the development and implementation of development and action plans
- Be responsible for overseeing and carrying out duties and supervision routines as required
- Establish effective working relationships and set a good example through personal presentation and professional conduct

These responsibilities and duties may be subject to variation, as the school's needs change at the reasonable discretion of the Headteacher.

This job description describes the way the post holder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.