

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Department for Modern Foreign Languages	<b>Department:</b>	Modern Foreign Languages
<b>Reports To:</b>	Assistant Headteacher	<b>Grade:</b>	M1 – U3 + TLR 2.3a
<b>Responsible For:</b>	Modern Foreign Languages Department	<b>Job Type:</b>	Teacher
<b>Hours:</b>	32.5	<b>Weeks per year:</b>	52 weeks
<b>Location:</b>	Faringdon Community College		

### INTRODUCTION

This job description should be read in conjunction with the current School Teachers' Pay and Conditions document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Deputy Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed as least annually and any changes will be subject to consultation. The school's Grievance procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work Policy and the Dignity at Work Policy.

Faringdon Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### GENERAL DUTIES

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions document currently in operation, or any subsequent legislation.

#### Responsibilities as Leader of Key Stage or Subject:

##### Course Delivery

Regularly walk into subject lessons to determine the consistency and quality of the delivery (in accordance with the T&L and behaviour blueprints and priorities and subject curriculum vision) and feedback to staff to share excellent practice or to address any concerns.

## **Course Design**

Oversee the curriculum design in the relevant KS or subject, make the rationale and narrative explicit, and clear to staff and students. Produce and make high quality resources available.

## **Professional Enthusiasm and Fostering Curiosity**

Promote excellence in your curriculum area both internally and to the staff members and externally via Twitter. Lead on CPD workshops to support staff subject knowledge and how best to implement this in the classroom.

## **Resilience and Strategic thinking**

Offer support and actively find ways to solve problems with the line manager. Occasionally support with cover for lessons

## **Supportive and Strategic Line Management**

Liaise with the line manager each fortnight to agree on strategic ways to move KS/subject forward and to manage the staff teaching the curriculum as effectively as possible. This meeting might also involve learning walks or 'book looks'. Line manage members of the Faculty by helping them to set meaningful targets to further their development and support the vision and goals of the faculty. Meet with these people each term to discuss progress against these.

Support teaching staff to evidence their effective practice for the Appraisal process

## **Independent Learning**

Have a clear view on the quantity and quality of independent learning being set in the KS or subject and how it fits with overall curriculum design. Monitor the independent work set.

## **Reflecting on Assessment Data**

Develop, and implement, accurate and robust assessments and monitoring systems

Monitor and analyse profiles. Contribute to feedback on assessment data with the Head of Faculty (providing solutions to problems highlighted by the data and sharing strengths)

Use the tracking of students to identify underachievement and support teachers to put in place actions to improve the achievement of those students. Identify and support specific groups of students, particularly Highly Able, Pupil Premium and SEN groups.

## **A Point of Contact for Parents and Students**

Addressing parental or students concerns via e-mail or at parents' evening

## **Exams**

Work with SLT to run standardisations and moderations of students' work and liaise with the exams office to ensure smooth running of any exams where applicable.

## Teaching and Learning:

1. Plan, prepare and deliver high quality lessons to students at some or all of Key Stages 3, 4 and 5
2. Accurately assess and report on progress and any concerns to line manager and parents.
3. Contribute to curriculum development work
4. Ensure that lessons are inclusive and meet the needs of all students

## Pastoral Care:

1. To provide high quality pastoral care as a tutor to a group of students in one-year group.
2. Contribution to the wider aims of the Academy.
3. To engage with and deliver the broad extra curricula experience offered to the students of the Academy

## GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns.
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.

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*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

## PERSON SPECIFICATION & SELECTION CRITERIA

Qualities	Essential/Desirable
<ul style="list-style-type: none"><li>• Be capable of teaching MFL across Key Stages 3 and 4 and Key Stage 5.</li></ul>	E
<ul style="list-style-type: none"><li>• Enjoy working with and inspiring young people and be able to make and maintain relationships with the full ability range of our students.</li></ul>	E
<ul style="list-style-type: none"><li>• Be passionate about MFL and work collaboratively as a member of the Faculty.</li></ul>	E
<ul style="list-style-type: none"><li>• Be committed to engaging in continued professional learning.</li></ul>	E
<ul style="list-style-type: none"><li>• Be able to communicate effectively with staff, parents and students.</li></ul>	E
<ul style="list-style-type: none"><li>• Be willing to contribute to the wider life of the school.</li></ul>	E
<ul style="list-style-type: none"><li>• Be able to lead, mentor and coach colleagues to develop as teachers.</li></ul>	E
<ul style="list-style-type: none"><li>• Be an excellent role model to staff and students alike.</li></ul>	E
<ul style="list-style-type: none"><li>• Be able to motivate and lead teaching staff effectively.</li></ul>	E
<ul style="list-style-type: none"><li>• Show how their management and leadership has had a positive impact on teaching and learning.</li></ul>	E