



Parmiter's School

Job Description

Post: Head of Faculty, Modern Foreign Languages (MFL)

Subject: One language to KS5 and a further language to KS4 (either French, German or Spanish)

Salary: MPS/UPS plus TLR 1a

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A teacher at Parmiter's School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards document (Appendix 1) and as outlined in the DfE School Teachers' Pay and Conditions document (Part 6).

All staff are expected to carry out the responsibilities of a form tutor as outlined in the Form Tutor Handbook.

Job context

- There are currently 9 specialist teachers and 3 Foreign Language Assistants in the MFL faculty.
- The faculty leadership structure includes Heads of French, German and Spanish.
- The Head of Faculty will be line-managed by the designated Assistant Headteacher.

As Head of Faculty, you will be the lead source of information for Modern Foreign Languages (French, German and Spanish) and will be the exemplar practitioner in the subject, inspiring and supporting other staff where appropriate. You will provide leadership and direction for the vision, aims and objectives of the MFL Faculty and promote the success of the Modern Languages faculty.

Together with the Heads of French, German and Spanish, you will identify the strengths of your subject area and areas for development, liaising closely to set priorities and actions.

The role of Head of Faculty is;

Leadership

- Setting and sharing the vision and working practices of the MFL faculty to ensure high aspirations and outstanding outcomes for staff and students.
- To be accountable for student outcomes and teaching, learning and assessment in all Key Stages in French, German and Spanish.
- To keep up to date with national developments in your subject's pedagogy and practice and to promote and implement them appropriately.
- To attend and participate in Middle Leadership meetings, respond to action points and disseminate information to the other members of the department as appropriate.

Teaching, Learning and Assessment

- To ensure a coordinated approach to teaching, learning and assessment in French, German and Spanish at all Key Stages.
- To lead on the provision of high-quality, relevant and well-resourced schemes of work for French, German and Spanish at all Key Stages, that allow outstanding lessons to be delivered.
- To lead on the delivery, implementation and review of identified teaching & learning initiatives.
- To ensure there are appropriate assessment opportunities in French, German and Spanish at all Key Stages and to ensure accurate moderation of assessment.
- To ensure student progress in French, German and Spanish is accurately monitored and reported on. This includes setting appropriate targets and advising on tiers of entry (where appropriate).
- To ensure appropriate intervention for individuals and groups of students at all Key Stages based on the accurate monitoring of their progress.
- To ensure effective communication with parents, including the reporting process in French, German and Spanish at all Key Stages.
- To oversee the provision and progress for Pupil Premium students.
- To work with our Curriculum Support department to ensure there is adapted provision for SEND learners across the school, as necessary.
- To work with colleagues to ensure non-specialist delivery is informed and resourced.
- To work with the Heads of French, German and Spanish to ensure regular quality assurance processes and effectively monitor the quality of provision, including class work, homework and assessment across the department.
- To work with the Examinations Officer, examination boards and the Heads of French, German and Spanish, to oversee all examination entries.
- To ensure internal examinations are prepared for all students as appropriate.
- To ensure effective liaison with the GCSE and GCE examination boards and publication teams and ensure changes and updates are actioned.

Department and Staff Development

- To review the progress of the Faculty annually through a range of review processes, including the annual review of examination results. To summarise the findings in the completion of the Evaluation, Review and Priorities (ERP) document and to respond to any emerging issues appropriately.
- To establish effective working relationships with other leaders within the MFL Faculty.

- To line manage the Heads of French, German and Spanish faculty members and monitor their performance, setting rigorous targets for professional development through the appraisal process.
- To clearly identify the training and development needs of the staff delivering the MFL curriculum.
- To ensure a high-quality provision of continual professional development for staff, both bespoke and generic.
- To be proactive in the induction of new staff and ITT.
- To steer effective and developmental MFL faculty meetings that share best practice, according to the planned schedule of meetings.
- To promote teamwork and effective working relationships within the faculty.
- To lead in the recruitment and retention of staff.

Behaviour and Climate for learning

- To support members of the Faculty in maintaining good behaviour for learning in the classroom in line with whole school policy and the faculty sanctions policy. To involve Pastoral and Curriculum Support teams where necessary.
- To ensure the MFL curriculum area has a positive learning environment including a high-quality display that is current and relevant.
- To promote and celebrate the achievements of students in the faculty in line with the faculty rewards policy.

Management

- To effectively manage the faculty budget, ordering and inventory.
- To review and disseminate faculty policies and guidance.
- To contribute to the faculty's extra-curricular and overseas visits provision, ensuring students of MFL can participate in activities that enhance their learning experience and cultural awareness.
- To oversee student groupings at all Key Stages in MFL.
- To supervise the timetable for the French, German and Spanish Foreign Language Assistants, to ensure equality of provision across the faculty.
- To work with the Heads of French, German and Spanish in organising and overseeing the conduct of GCSE and GCE speaking assessments.
- To ensure that appropriate cover work is set in the absence of a member of faculty staff.
- To collaborate with external providers of optional additional language qualifications (currently Latin).

Promotion of the department and faculty

- To make a positive contribution to the life of the school and exemplify the school vision and values.
- To promote, advocate and follow all school policies.
- To actively seek opportunities to promote the subject and MFL faculty both within and beyond the school.
- To prepare for and participate in school events, for example, Open Day, GCSE Options Evening, Sixth Form Open Evening, Sixth Form Transition Day.

UPS

Teachers paid on the Upper Pay Scale are expected to demonstrate potential and commitment to undertake professional duties which make a wider contribution (which involves working with adults) beyond their own classroom.

While every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified and the post holder will undertake any other task reasonably requested by the Senior Leadership Team. This job description will be reviewed annually and may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.

Person Specification

(evidenced by personal statement, application form and interview process)

| Attributes | Essential | Desirable |
|--------------------------------------|---|--|
| Qualifications & training | <ul style="list-style-type: none"> • Qualified Teacher Status • Graduate - honours degree with relevant subject knowledge • Evidence of Continuing Professional Development • Knowledge of relevant policies, codes of practice and awareness of relevant legislation • Safeguarding - <i>training can be provided</i> • Prevent - <i>training can be provided</i> | <ul style="list-style-type: none"> • Middle leadership experience or training (or willingness to undertake training) • First Aid Training - <i>training can be provided</i> |
| Previous Experience | <ul style="list-style-type: none"> • Ability to teach at least 2 languages (French, German or Spanish) to all students' abilities across all three key stages • Proven experience of outstanding outcomes across the Key Stages • Understanding of high-quality teaching and learning strategies in MFL with the ability to model this for colleagues and support others to improve • Effective use of Assessment for Learning • Active engagement in extra-curricular provision and activities • Using ICT as a curriculum tool • Contribution to raising standards | <ul style="list-style-type: none"> • Experience of leading a team • Appraisal of members of staff • Provision for SEND students and students in receipt of Pupil Premium • Managing a budget |
| Professional competence | <ul style="list-style-type: none"> • Expert subject knowledge • Innovative, imaginative and flexible teaching style using a wide range of pedagogic approaches to ensure all students are engaged • Ability to adapt teaching to meet students' needs, therefore ensuring inclusion • Understanding of the essential components of, and the regular delivery of outstanding lessons • Evidence of continued professional development through self-reflection and ability to act on advice • Ability to work under pressure and prioritise effectively • Commitment to equality of opportunity for all students to achieve the best | |

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| | <p>outcome</p> <ul style="list-style-type: none"> ● Commitment to safeguarding and students' well-being | |
| Personal Qualities | <ul style="list-style-type: none"> ● A commitment to the aims and ethos of the school ● Enjoyment of working with young people ● Ability to communicate a vision and inspire others ● A commitment to collaborative practice ● Willingness to be involved in the wider life of the school ● Resilient, positive, forward-looking and enthusiastic about making a difference ● A willingness to reflect upon experiences in a critical and constructive manner ● The ability to remain calm in stressful situations ● Smart professional appearance | |