

Head of MFL

Job Description

Salary: MPS/UPS + TLR 2.3 (£8,611)

Commencement: September 2026

Responsible to: Assistant Headteacher

Job Purpose:

- To be responsible for the strategic direction, leadership and development of MFL throughout the school, ensuring that each student is positively encouraged to develop their potential to the full.
- To promote a positive culture for MFL in the school and a lively and enthusiastic atmosphere within the department.
- To successfully lead, manage and motivate the department to maintain a positive and effective working ethos.
- To organise the planning, teaching, staffing and resourcing of effective lessons within the department to facilitate high attainment and achievement within the departmental budgetary allowance.
- To ensure all statutory requirements for teaching and assessment within the departments are met.
- To contribute to whole school planning and evaluation as part of the Curriculum Steering group.
- To contribute to the establishment of new initiatives and to keep abreast of the current educational agenda to support and drive forward school improvement.
- To lead the departments in the organisation and provision of a varied and rich extra-curricular programme.

Key Responsibilities and Tasks

- To plan, implement and review the curriculum in line with national guidance and the requirements of the school, Post 16 Consortium and examination boards.
- To manage the review and update of all schemes of work including assessment and learning objectives.
- To lead and manage high quality teaching and learning across the department.
- To support departmental staff in the effective daily management of the school's Behaviour for Learning policy.
- To ensure departmental representation at relevant meetings including Consortium and other meetings as requested.
- To facilitate effective staff appraisal, of staff within the department, via the school's Performance Appraisal system.

- To monitor, analyse and evaluate student progress, including examination results, and to use outcomes to set targets, inform planning, design and implement intervention strategies and to establish groupings.
- To manage effective and up to date assessment practice in the department and to maintain departmental assessment records in line with school policy.
- To ensure all school and departmental policies are followed and to update departmental policies as required.
- To monitor the quality of teaching and learning in the department through the implementation of the departmental self-evaluation programme in line with school guidelines.
- To further develop and promote the take-up of MFL as an examination subject at KS4 and Post 16 and to liaise with the Examinations Officer regarding examination entries.
- To hold regular departmental meetings, line management meetings and to attend management meetings, parents' and other meetings as required.
- To delegate and co-ordinate duties and tasks within the department to ensure best-value practice in MFL.
- To construct, with colleagues, an annual Development Plan for the department as part of the whole school development planning process and ensure the execution and review of the plan.
- To ensure that the teaching areas provide a stimulating learning environment.
- To lead the organisation of associated events and extra-curricular activities.
- To work collaboratively with local schools and other outside providers to support the school and further subject development.
- To liaise with the Initial Teacher Training (ITT) Co-ordinator to provide effective provision and mentoring for training teachers.
- To be a form tutor.

Hitchin Girls' School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in any aspect of their work.

The school undertakes to support applications for CPD to enable the post holder to fulfil their role to their optimum capacity.

These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the School, national initiatives and statutory legislation.

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Person Specification

The successful candidate will be well qualified and a person who:

- Is an experienced, enthusiastic and effective teacher with a passion for teaching.
- To embody and demonstrate the school values in all aspects of the role.
- Has well developed leadership qualities but is also an effective team member.
- Fosters positive relationships with students and enjoys seeing them learn and progress.
- Has a good track record of successful teaching and a sound understanding of the relevant examination assessment requirements.
- Has a clear vision of how innovative teaching and learning could be developed and implemented in the department.
- Has the drive to see developments and initiatives through to a conclusion.
- Has excellent interpersonal and organisational skills.
- Constantly seeks to be up to date with current developments in relation to effective teaching, learning and assessment.
- Has good IT skills and ideas and a clear understanding of how to promote and effectively use IT across the curriculum.
- Has the drive to further develop their personal skills and knowledge base in the subject and beyond through professional development.
- Is ambitious for further personal career development.