



Hasland Hall Community School

JOB DESCRIPTION

Post:	Curriculum Area Leader Languages
Grade:	MPG + TLR 1B (£9,387)
Location:	Hasland Hall Community School
Job purpose:	To provide effective leadership and management that will secure high standards in all areas of the Language Department's work. To take responsibility for creating a culture of learning that promotes excellence, equality and high expectations for staff and students in the Languages Department.
Responsible to:	Deputy Headteacher

CURRICULUM AREA LEADER LANGUAGES	
Duties and Responsibilities: General Aims and Ethos	<ol style="list-style-type: none"> 1. To ensure that the school's aims are realised in all aspects of its life and particularly in relation to the Languages curriculum, teaching and learning, assessment practices and inclusion. 2. To ensure that school policies are applied throughout the work of the department. 3. To ensure equality of opportunity for all and promote high expectations for progress and attainment. 4. To develop strong, positive relationships with colleagues, students and parents. 5. To establish and maintain effective partnerships with the wider community, other schools and agencies. 6. To successfully manage change to improve outcomes for pupils and staff. 7. To ensure that the school's statutory safeguarding procedures are followed. 8. To lead by example in setting high professional standards. 9. To use data to inform practice, identify underachieving students, implement targeted intervention and monitor progress. 10. To monitor student attendance and, as a Form Tutor to an assigned group of students, ensure that appropriate actions are taken to improve attendance and that school attendance procedures are adhered to. 11. To prepare accurate reports, proposals, reviews and other documents concerning agreed areas of responsibility when required. 12. To teach within the school.
Duties and Responsibilities: Learning and Teaching	<ol style="list-style-type: none"> 1. To ensure a high quality learning experience for all students in Languages that provides challenge and will stimulate learning appropriate to student needs. 2. To secure and sustain effective learning and teaching throughout the department. 3. To monitor, evaluate and review the quality of learning and teaching and standards for all pupil groups and, in liaison with staff, identify and implement strategies for improvement. 4. To oversee the work of the teachers in Languages to ensure consistent standards of the curriculum and teaching and learning throughout the department. 5. To update the Deputy Headteacher on the effectiveness of provision for students. 6. To support the Senior Leadership Team in implementing Support Plans for any teachers graded below Good. 7. To ensure that parents and students are well-informed about the curriculum, attainment and progress and ensure that it is accurate and consistent throughout the department.

	<ol style="list-style-type: none"> 8. To provide leadership by example in evaluating the performance of teachers through lesson observations, book sampling, data analysis and in making this connect effectively with the Appraisal Policy. 9. To provide written reports on pupil progress and results with explanatory analysis and identified actions. 10. To ensure that Self-Evaluation Summaries are produced, that these are used effectively to inform the Subject Improvement Plan and the Improvement Plan is implemented and monitored. 11. To ensure that learning and progress in Languages are effectively tracked. 12. To monitor curriculum developments, initiatives and research at national and international level, to ensure that the department is at the forefront of effective practice. 13. To lead in the development of appropriate resources, schemes of work and teaching strategies in Languages. 14. To provide support for colleagues on classroom management issues and liaise with the SENDCO and student support staff as appropriate. 15. To assess, record and report on the progress, development, attainment and attendance of students and to keep records as required. 16. To ensure that assessment practices fulfil the requirements of external examination boards, departmental and school procedures. 17. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. 18. To carry out general supervision duties when required within the parameters of national agreements. 19. To develop and implement programmes of support and intervention for students whose progress is causing concern. 20. To ensure that literacy, numeracy and ICT are reflected in the teaching and learning experience of students in Languages. 21. To monitor the setting and marking of work, including homework. 22. To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. 23. To ensure the effective and efficient use of classroom support.
Duties and Responsibilities: Leadership and Management	<ol style="list-style-type: none"> 1. To maximise the contribution of staff to improve the quality of teaching and learning and standards achieved and ensure that effective working relationships are formed between staff and students. 2. To lead Department meetings, preparing agendas and providing copies of the minutes to Languages teachers and the Senior Leadership Team. 3. To develop and maintain effective links with the partner primary schools and other schools to ensure effective transition between KS2 and 3, ensuring a high level of challenge at KS3, and between KS4 and 5. 4. To oversee the work of the Languages teachers and ensure that they are fulfilling their duties in line with their job descriptions and responsibilities in relation to the Teacher Standards. 5. To undertake and engage actively in the Appraisal process, ensuring that all teachers are given and monitored against effective and rigorous targets. 6. To work with senior colleagues to recruit, retain and deploy staff effectively and appropriately to achieve the aims and vision of the school. 7. To develop all staff effectively in order to improve the quality of education provided. 8. To attend all relevant meetings. 9. To take part in, and contribute to, the school's continued professional development programme. 10. To monitor the quality of report writing and all other forms of assessment by members of the department. 11. To keep an accurate inventory of departmental resources and all department documentation, including online files, systematically organised. 12. To provide a plan of expenditure for the department for the forthcoming year and manage and monitor the Languages budget, maintaining accurate records of all expenditure.

	<p>13. To continue personal development in the relevant areas, including leadership, subject knowledge and teaching methods.</p> <p>14. To take responsibility for the physical appearance of the furniture, fittings and fabric of the department. To report any health and safety issues or any need for refurbishment or repair to the Business Manager.</p> <p>15. To lead, and work as a member of, a team and contribute positively to effective working relations within the school.</p>
General Requirements	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> 1. Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan. 2. Contribute to the school's programme of extra-curricular activities. 3. Support and contribute to the school's responsibility for safeguarding students. 4. Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors. 5. Promote equality of opportunity for all students and staff. 6. Maintain confidentiality and observe data protection and associated guidelines where appropriate. 7. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues, following the guidelines outlined in the Code of Conduct. 8. Engage actively in the Appraisal and review processes, appraising their own work against agreed priorities and targets. 9. Understand and comply with all other relevant school policies. 10. Undertake any necessary training associated with the duties of the post. 11. Carry out any other duties commensurate with the grading of the post as reasonably required by the Headteacher or Governing Body.

August 2017



Hasland Hall Community School

Person Specification

CURRICULUM AREA LEADER LANGUAGES			
Attributes	Essential	Desirable	How identified
Education and Qualifications	<ul style="list-style-type: none"> a good honours degree, PGCE and QTS recent and relevant professional development Experience of teaching Key Stage 3 and GCSE French and/or Spanish 	<ul style="list-style-type: none"> Experience of teaching Key Stages 3 and 4 and GCSE French and Spanish 	Application References
Relevant Experience	<p>A successful record of:</p> <ul style="list-style-type: none"> demonstrating high standards of teaching contributing to decision-making and leading initiatives setting high standards to staff and students by personal example setting targets for students and monitoring student performance setting targets for own work, for the work of colleagues and reviewing progress/outcomes making a significant impact upon students' learning and progress experience of tracking, monitoring and assessing students to support progression for all learners participating fully in self-evaluation practices professional development 	<ul style="list-style-type: none"> Leading teams and participating as a team member Experience of working with parents and partnerships from the wider community Initiating and implementing whole school developments (individually or as part of a team) A good understanding of primary education and/or experience of working with primary colleagues Evidence of being an outstanding teacher 	Application References Interview
Attitude	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> a strong commitment to inclusion, with high expectations for all learners a commitment to equal opportunities being committed to high quality in all aspects of their work a clear understanding that it is the responsibility of leadership to provide active support and challenge to colleagues the ability to maintain strong and effective relationships with students and parents 	<ul style="list-style-type: none"> Evidence of demonstrating commitment and leadership through a whole school initiative 	Interview Application References
Knowledge and Skills	<p>Able to demonstrate s/he can:</p> <ul style="list-style-type: none"> plan, deliver and assess to support progression for all learners understand the structure and content of the current curriculum in Key Stages 3 and 4 work on her/his own initiative and be part of a team think strategically 	<ul style="list-style-type: none"> Evidence of leading a department Evidence of innovative practice An up to date knowledge of teaching, performance measures and wider curriculum developments 	Interview Application References

	<ul style="list-style-type: none"> • deliver differentiated lessons to ensure challenge for all students • see tasks, plans and ideas through to completion • be a reflective practitioner • motivate and enthuse young people • develop specialist skills and knowledge • communicate effectively, verbally and in writing • use ICT solutions effectively and with confidence • communicate effectively in a wide variety of forms to a range of audiences • manage change effectively • develop links and access resources 		
Personal Qualities	<ul style="list-style-type: none"> • creative, enthusiastic and imaginative • efficient • ambitious • committed to improving standards • committed to extra-curricular activities • good sense of humour • genuine concern for others • listens and is prepared to seek advice • integrity, trusted, honest and open • intellectual tenacity and emotional resilience • excellent attendance and punctuality • able to deal sensitively with people and resolve conflict • able to form and maintain appropriate relationships with young people 		Interview Application References

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