Devonport High School For Boys

Job Description

Head of MFL

Salary / Grade: DHSB3

Working time: Full time, permanent

Reporting to: Headteacher

Job Purpose

The role of the Head of MFL is to provide leadership and direction for the teaching of this curriculum area and the management of the team to ensure that it meets the aims and objectives of the Department and the school.

The most successful teams are those which are committed to self evaluation, support and the sharing and celebration of good practice.

Key Accountabilities - The Head of MFL will:

- Articulate a clear vision for the development of Languages at DHSB
- Set an example to colleagues in the department, to help them achieve their best, and to encourage them to work effectively together as a team
- Undertake effective self evaluation and review which informs the DDP and SDP
- Engage the students in the subject and ensure that they are challenged academically
- Provide stimulating learning environments in all classrooms where Languages is taught
- Seek opportunities to support the school's specialist provision
- Develop an appropriate and engaging online presence
- Ensure that the administrative business of the department is carried out effectively

Key Areas and Tasks (illustrative)

1. Securing top quality teaching and learning by:

	Key Areas	Tasks (illustrative)
1.1	Ensuring that the highest possible standards of teaching are achieved within the department.	(a) ensuring that colleagues are confident with current methodologies and issues within their subject (b) promoting departmental discussion of teaching methods, so that lessons are interesting; effective and multi-sensory (c) monitoring teaching standards systematically (d) encouraging lesson observation of/by other colleagues within the department (e) ensuring that appropriate work is set, marked with consistency and in line with the School's marking policy, and returned promptly (f) leading the online development of MFL
1.2	Monitoring students' learning and confidence in the subject.	(a) seeking to fulfill the potential of all students, whatever their ability (b) analysing assessment data as appropriate rewarding success and initiating action when students' performance is unsatisfactory (c) leading effective AfL (d) ensuring that IEPs are followed

2: The Head of MFL facilitates the contribution that staff and a range of partners make to students' learning and development by:

	Key Areas	Tasks (illustrative)
2.1	Building commitment and a shared vision	(a) consulting and/or informing members of the department in respect of all matters of departmental policy, planning and organisation (b) determining the timetables of colleagues on an equitable basis (c) holding regular meetings where departmental issues are discussed, and outcomes are taken (d) leading in the Performance Management of colleagues (e) providing advice and support to members of the department (f) following up with a colleague any complaint coming from parents / carers and advising on the school's response (g) promoting the wider involvement of colleagues in the life and work of the school (h)encouraging colleagues to take INSET opportunities (i) participating in the appointment of new teachers of MFL
2.2	Maintaining strong lines of communication	(a) working closely with the Leadership Group member responsible for academic monitoring (b) forwarding to the Headteacher outcomes from departmental meetings (c) working closely with the Leadership Group line manager on matters of departmental budgets, staffing and timetable matters (d) communicating any departmental concerns regarding whole school issues to the Leadership Group (e) working closely with tutors/form teachers when students' performance is unsatisfactory (f) attending Academic Board (g) being aware of cross-curricular initiatives and resources (e.g. in ICT and the Learning Commons)
2.3	Distributing Leadership	(a) giving genuine responsibility to other TLR post holders in the department to develop and lead in their areas

3: The Head of MFL designs and plans curriculum resources, activities and documentation to meet students' needs by:

	Key Areas	Tasks (illustrative)
3.1	Maintaining appropriate and up to date documentation, syllabuses and schemes of work.	(a) being aware of change and developments in examination syllabuses and curriculum requirements (b) maintaining an MFL faculty handbook (c) maintaining Programmes of Study and Schemes of Learning and giving guidance on teaching strategies and the availability of resources (d) maintaining, and acting on, the departmental development plan (e) contributing subject synopses for the school's option booklet (f) ensuring that the subject is properly represented at open days etc.
3.2	Creating an environment which promotes learning; and accumulate resources to help make teaching Languages interesting and effective.	(a) maintaining departmental teaching areas in good order (b) ensuring that there are appropriate resources for each year group (c) keeping annual departmental expenditure within approved limits (d) making proper arrangements for the maintenance of equipment
3.3	Taking health and safety policy into account.	Under the direction and guidance of the school's safety officer (the Estate Manager), the Head of MFL must ensure that the department complies with all current Health and Safety legislation, in the light of the School's policies. Risk assessments need to be updated on a regular basis, and colleagues reminded that everyone has an important responsibility in this area.

4. The Head of MFL accesses continuing professional development for themselves and others to secure high standards of teaching, learning and leadership by:

	Key areas	Tasks (illustrative)
4.1	Developing the confidence and skills to lead an effective and improving curriculum delivery	(a) undertaking, and encouraging others to participate in, additional professional training
4.2	Organising and providing training and support for staff	(a) arranging training for staff so that they are equipped to deliver specific activities

This job description outlines the duties required of the post to indicate the levels of responsibilities. It is not a comprehensive list and the Headteacher may vary the duties from time to time although the general character of the job and level of responsibility will not alter.