JOB DESCRIPTION

JOB TITLE   Head of Modern Foreign Languages

GRADE   TLR 1b

RESPONSIBLE TO   Head via Senior Leadership Team

JOB PURPOSE:
To lead a team of subject teachers and to be responsible for
● the work of those teachers
● the development of French, both its long term planning and effective day-to-day teaching
● overall management of the Heads of German and Spanish and the development of these languages both in terms of long term planning and effective day-to-day teaching
● raising standards and improving professional predictions, assessment and examination results across French, German and Spanish
● making a significant contribution to the development and implementation of school policies that create a positive learning culture

In addition to carrying out the professional duties of a teacher other than a Head, as described in the Teachers' Pay and Conditions Document, he/she will be responsible to the Head for the generic areas listed below. A Head of Department may delegate any of these duties to staff in the Department, but retains overall responsibility.

GENERIC RESPONSIBILITIES:
Staff
1. Effective oversight of each member of the Department
    ● ensuring that attendance, classwork and homework are checked and marked and accurate records are maintained
    ● ensuring that lessons are at an appropriate linguistic and conceptual level for all students in the class, especially when the groups are of wide mixed abilities
    ● commenting on the standard of students' work and giving staff disciplinary support and advice

2. Liaising with the designated person in charge of cover when a member of staff is absent and making arrangements for the setting of cover work

3. Delegation and coordination of duties within the Department
    ● devising a suitable responsibility structure within the Department
    ● drawing up appropriate job descriptions and ensuring that specified duties are carried out
    ● publicising school policies and ensuring that they are followed

- initiating and leading formal Department discussions on school and subject matters, ensuring the presentation of agendas for Department meetings, discussion and information documents for the Department and the writing of minutes of meetings which should be sent to the Head and Line Managers;
- keeping clear records and minutes of decisions, meetings, interviews and correspondence
- representing the views of the Department in consultative meetings to senior management
- encouraging the professional development of teachers, including in-service training and career development
- Appraisal of designated staff
- Following Disciplinary, Capability and Competency procedures when necessary

4. Ensuring that the Department is appropriately staffed in conjunction with the Line Manager and Head
   - ensuring effective induction of new staff
   - liaising with tutor-in-charge of Beginning Teachers (BTs) to plan timetables, arrange preliminary visits and clarify Faculty policy
   - providing appropriate support for BTs including lesson planning, observation and preparation of reports and ensuring continuity for their classes

Students
1. The oversight of work and behaviour of all students within the Department
   - monitoring achievement in each class by looking at schemes of work, examining exercise books, visiting lessons and talking to teachers
   - taking appropriate action when a cause for concern is identified

2. Ensuring tutors, parents and Directors of Student Development (DSD) are informed of progress of students
   - maintaining an accurate assessment record for each student in line with the whole school assessment policy
   - regularly analysing examination and assessment results to identify progress and underachievement in French, German and Spanish

3. Maintaining the highest standards of student conduct and behaviour
   - formulating clear Department disciplinary procedures, consistent with school policies
   - advising and assisting teachers over individual students and classes, taking disciplinary action where necessary
   - ensuring that DSD are consulted over concerns and informed of action taken

4. Allocation of groups where appropriate and preparing advance lists for updating by teachers, DSD and SLT

5. Consulting with the SENCO and EAL to identify strategies to support individual students

6. Advising students over choice of courses in conjunction with DSD and careers advisors

7. Liaising with Careers and PSHE Co-ordinators as when and where appropriate.

Curriculum
1. Leading the Department's curriculum planning consistent with whole school objectives, having regard for the National Curriculum and local and national strategies
    ● leading and supervising approaches to learning and teaching within the team and advising on materials and classroom management strategies
    ● embodying curriculum and teaching approaches in comprehensive schemes of work, homework schedules and extra-curricular programmes
    ● advising on specific strategies to differentiate work for students at all levels
    ● encouraging an appropriate and challenging programme of extra-curricular activities ensuring continuous review of curriculum content and approaches to learning and teaching
    ● liaising with other teaching and support staff to promote integration and development of the curriculum
    ● liaising with external stakeholders (local industry, community, primary schools, inspectors etc.) to broaden the curriculum
    ● actively contributing to whole school curriculum development
    ● publicising and interpreting agreed curriculum policy for Department staff and ensuring its implementation

2. Timetable
    ● reviewing timetable arrangements with the Assistant Head
    ● deducing staff requirements, checking against available staff and notifying credit/debit as far as possible to the Head and Assistant Head
    ● Issuing and explaining the timetable to staff and consulting with them over requirements for the forthcoming year

3. Internal and Public Examinations and National Curriculum Tests
    ● arranging details of internal examinations, preparing marking schemes where appropriate and checking results
    ● submitting external examination entries to the Examination Officer by agreed deadlines and checking examination timetables
    ● informing relevant staff on examination entry lists, changes of examination policy or subject specific arrangements

Parents
Providing information to parents and colleagues about the work of the Department and the progress of students
    ● responding to parental concerns after consulting with appropriate staff and ensuring that accurate records of correspondence are passed to DSD and/or the Line Manager
    ● preparing the Department sections of all school brochures and handbooks

Resource Management
1. Checking on the accommodation allocated to the Department and reporting any damage to the Site Team
2. Maintaining and stimulating an ordered appearance of teaching rooms and ensuring their effective use
3. Planning, ordering and coordinating all Department resources for learning
4. Oversight of an efficient stock control system
5. Ensuring the security of rooms, equipment and software
6. Managing the Department Budget

7. Managing financial resources effectively and efficiently, in accordance with the financial regulations of the school, including requisitions and the careful checking of all goods and services, prior to the authorisation for payment
8. Ensuring that the school's Health and Safety Policy is publicised and followed

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

This job description should be read in conjunction with the conditions of Employment for School Teachers DfE 2016.

Job descriptions are reviewed annually and may be amended following discussion with the postholder.