



## Job Description

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|----------------|--------------------------------------|
| Post title     | Head of Modern Foreign Languages     |
| Academy        | Haberdashers' Aske's Knights Academy |
| Grade          | MPS/UPS + TLR + ILW                  |
| Responsible to | Assistant Principal                  |

### Summary of the overall purpose of the job

The core purpose of this post is to contribute to the continuing development of the MFL curriculum and to the overall development of the department. It is expected that the successful candidate will consistently plan and deliver outstanding lessons within the department.

### Key responsibilities and objectives of the job

- Lead and develop all aspects of MFL within the Academy.
- Provide high quality leadership of your curriculum team to enable them to fulfil their responsibilities to deliver a high quality curriculum and lessons to ensure our pupils make the progress expected of them.
- Contribute to the leadership capacity of the Academy

### General responsibilities and objectives

- To work within and contribute to established academy and department frameworks for
  - Lesson planning, delivery and evaluation
  - Student behaviour and care
  - Student assessment
- To actively contribute to the teaching of MFL across all age and ability ranges
- To develop the GCSE MFL curriculum
- To remain informed of current developments in the subject area, to participate in INSET and to initiate change where appropriate
- To devise innovative and challenging schemes of work
- To consistently plan and deliver outstanding lessons, ensuring that a variety of teaching resources are utilised
- To ensure that students' work is marked regularly and conscientiously, in accordance with the academy marking policy
- To set and mark internal and external examinations and assessments as required
- To provide appropriate and effective intervention as required
- To demonstrate good knowledge of a wide range of teaching methods and to implement these in the classroom

- To be fully committed to and actively contribute to the academy house and enrichment activities programme
- To possess a wide range of appropriate pedagogic skills and be able to teach and adapt as required
- To provide accurate information for parents as directed by academy and department policy and to attend parents' evenings and other presentation meetings as directed
- Organise cover for absentee staff including liaising with cover staff and ensuring all work is in place. To be the first contact point for any issues arising in cover lesson
- To work within the academy framework with regard to Health and Safety
- To promote equal opportunities in the academy
- To actively promote the aims and ethos of the Federation / Academy
- To support the Academy's commitment to the continued professional development of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

## Person specification

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| Criteria  |
| Education/qualification and training  |
| <ul style="list-style-type: none"> <li>a well-qualified graduate</li> </ul>   |
| <ul style="list-style-type: none"> <li>Has a teaching Qualification</li> </ul>  |
| Knowledge/skills  |
| <ul style="list-style-type: none"> <li>can teach Spanish and French at KS3 and KS4 and who has an interest in the primary MFL curriculum and strategies</li> </ul>        |
| <ul style="list-style-type: none"> <li>is committed to students continuing to study MFL beyond Key Stage 4</li> </ul>   |
| <ul style="list-style-type: none"> <li>has a commitment to developing lunchtime and after school enrichment activities</li> </ul>   |
| <ul style="list-style-type: none"> <li>possesses a wide variety of excellent ICT skills and can utilise these these in the delivery of outstanding MFL lessons</li> </ul> |
| Experience  |
| <ul style="list-style-type: none"> <li>Proven track record of raising educational standards</li> </ul>  |
| <ul style="list-style-type: none"> <li>Curriculum and/or pastoral experience</li> </ul>   |
| <ul style="list-style-type: none"> <li>Recent experience preferably gained in a second-charge role</li> </ul>   |
| Personal characteristics/other requirements   |
| <ul style="list-style-type: none"> <li>can work flexibly and be prepared to adapt as necessary</li> </ul>   |
| <ul style="list-style-type: none"> <li>a 'can do' person who works positively and collaboratively</li> </ul>  |
| <ul style="list-style-type: none"> <li>strives for excellence in all aspects of work</li> </ul>   |
| <ul style="list-style-type: none"> <li>is an innovator – excited by change, able to turn innovative thinking into practical and successful classroom outcomes</li> </ul>  |