

**The Dearne ALC – Head of Modern Foreign Languages**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Head of Modern Foreign Languages
<b>TEAM/FACULTY:</b>	Communications
<b>JOB PURPOSE:</b>	To act as a lead for modern foreign languages teaching across the school.
<b>SALARY:</b>	TLR 2b (£4587) Pay portability will be honoured
<b>ACCOUNTABLE TO:</b>	Director of Ebacc

**STRATEGIC VISION, RESPONSIBILITIES & ACCOUNTABILITIES**

This Job Description should be read alongside the range of professional duties of Teachers as set out in Part 10 of the Teachers' Pay and Conditions Document.

**STRATEGIC AIMS – SCHOOL IMPROVEMENT PLAN STRANDS**

**STRAND 1**

**VALUES & ETHOS**

- Secure the commitment of colleagues, including any non-teaching staff designated to the faculty, to the vision, ethos and policies of the school and to promote the highest levels of outstanding achievement.
- Embed ambition and drive rapid and sustained improvement across the faculty to swiftly secure high levels of achievement and student success beyond national expectations.
- Play an active part in driving whole school improvement through the development of outstanding Teaching and Learning.
- Across the faculty, support and challenge colleagues to achieve the school's strategic priorities.
- Contribute to the implementation of appropriate aspects of the school improvement plan at faculty level; routinely quality assuring, monitoring and evaluating success of strategies.
- Work to remove all barriers to learning and progress for every single – *no child left behind*.
- Be an outstanding role model for both staff and students by promoting positive relationships.

## **BEHAVIOUR & SAFETY**

- Embed the Dearne Value words into the life and work of the students in the faculty to support the raising of expectation and aspiration.
- Through rigorous monitoring and support ensure that colleagues within the faculty implement and adhere to the school's behaviour management policy, ensuring the health and well-being of students is maintained at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences to ensure equal opportunities for all.
- Appreciate and support the role of others within the faculty providing feedback to support progress and challenging underperformance.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Communicate with parents in a professional manner at all times, promptly responding to parental enquiries by telephone, letter or email as appropriate.

## **STRAND 2**

### **ACHIEVEMENT & STANDARDS**

- Lead the progress, attainment and achievement of all students studying modern foreign languages across the school
- Ensure that assessment data is used effectively within the department and in a formative way to drive achievement beyond national expectations.
- Arrange faculty intervention to address underperformance and swiftly secure high levels of achievement and success beyond national expectations.
- Support colleagues in the preparation of high quality lessons and schemes of work, facilitating the effective use of assessment for learning across the subjects and key stages within the faculty to ensure that high aspirations impact positively on raising achievement beyond national expectation.
- Where necessary work with partner Primary schools to facilitate a smooth transition from KS2 to KS3 for students in subjects within your faculty area.

### **TEACHING & LEARNING**

- Play an active part in shaping the direction of teaching and learning across the whole school by being part of the Dearne Pedagogy in Practice Group; contributing ideas, sharing outstanding practice and being open to any avenue of change that drives standards and creates a 'buzz' around learning, progress and achievement.
- Monitor and evaluate standards of teaching and learning within the faculty.
- Use the outcomes of learning walks, work scrutiny, student and teacher voice to plan and deliver high quality CPD to enhance the practice of colleagues within the faculty leading to rapid and sustained progress for students.
- Create a climate within the faculty whereby effective, independent learners are supported through innovative and challenging lesson design to maximise their potential.

- Where appropriate, plan and lead faculty INSET on teaching and learning issues, contributing to the dissemination of current developments and thinking in the teaching of Modern Foreign Languages.
- Ensure that the curriculum and Schemes of Work are appropriate for and accessible to all students.
- Consistently model the teaching of good or better lessons that motivate, inspire and improve student attainment and embed an Open Door ethos across the faculty.

### **STRAND 3**

#### **WIDENING OPPORTUNITIES**

- Actively coach and mentor colleagues to drive standards of teaching and learning, particularly the innovative use of modern technologies to enhance learning and progress.
- Lead colleagues in the faculty to create weekly extra-curricular opportunities for students to increase enjoyment and engagement in Modern Foreign Languages
- Support colleagues in developing their skill set to provide succession planning within the faculty.
- Support the delivery of programmes to improve the quality of teaching.
- Contribute effectively where necessary to the induction programme for new teachers and those who are new to the school.
- Organise with staff and students competitive and collaborative competitions, e.g. debating sessions and spelling competitions.

#### **LEADERSHIP**

- Challenge underperforming staff, put in place appropriate support and monitor and evaluate progress towards agreed targets.
- Actively develop leadership and management skills in others.
- Effectively appraise those colleagues for whom you have responsibility within the whole school appraisal policy, maintaining dialogue throughout the year.
- Create, innovate and implement student leadership opportunities across the faculty.

#### **GENERAL**

- Take on specific leadership and management tasks related to the day to day running of the faculty.
- Undertake administration and organisation of the faculty as requested by the Principal.
- Create and maintain positive and supportive relationships with parents, governors and the wider community.
- Engage with appropriate training opportunities to promote professional effectiveness in your role and to support the work of the faculty.
- Any additional tasks by agreement with the line manager which are commensurate with the responsibilities and remuneration for this post.

#### **SAFEGUARDING**

- The Dearne ALC is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

**April 2018**