

Blue Coat Church of England School & Music College

Head of Modern Languages TLR 1b (£8,161)

Job Description

- The post holder will actively support and work towards the stated Aims and Objectives of this Church of England School as agreed by the Governors
- The post holder will have an effective working relationship with all staff
- The post holder will at all times pay due regard to the Health & Safety Policy, Equal Opportunities Policy and the Data Protection Policy adopted by the school.

GENERIC RESPONSIBILITIES

- To lead on and oversee all teaching and learning within the department
- To appraise staff as appropriate within your team and line manage all staff in the department
- To be responsible for the deployment of support for SEN students in the department
- To provide opportunities for development for all staff within the department
- To inform SLT about the next steps for departmental development
- To lead the development of teaching and learning across the department
- To monitor the quality of teaching in lessons (inc. book trawls, learning walks etc)
- To ensure students get a coherent and high-quality diet of teaching across all lessons
- To monitor and deal with behavioural issues in all lessons
- To lead Open Evenings for the department
- To develop links with external agencies
- To co-ordinate the use of educational visits
- To maintain and develop all data within the department
- To identify underperforming students through data analysis and implement action
- To check subject reports
- To lead the department through issues as raised through the department SEF
- To receive and act on updates from staff on underperforming students
- To analyse and act on data evidence for the department
- To analyse external exam results for all students
- To co-ordinate internal and external assessments for all key stages
- To submit GCSE and A Level exam entries for all students
- To write and maintain the department timetable
- To enable the department to communicate effectively with parents about children's progress
- To maintain a robust resource structure within a delegated capitation budget
- To undertake such other duties as directed by the Headteacher that are within the scope, purpose and spirit of the role

SPECIFIC RESPONSIBILITIES

- To have overall responsibility for Key Stages 3, 4 and 5 in all Languages subjects
- To coordinate EAL across the school
- Support the Exams Officer in the administration of Home Languages such as Urdu, Italian, Greek, Spanish and Chinese

LINE MANAGER

A member of SLT - A close working relationship with the senior team is assumed in this job description.

Other Duties

- The post holder will actively support and work towards the stated Aims and Objectives of this Church of England School as agreed by the Governors
- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in appraisal arrangements.
- To line manage members of the Languages team
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Other duties, as instructed by the Headteacher, that are within the spirit and the scope of the job purpose and its grading.

The description above is not intended to be prescriptive but represents the broad strands under which the job should be fulfilled. Specified tasks will be negotiated and agreed through appraisal and line management.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Blue Coat school is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Blue Coat school has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Person Specification

Qualifications and Training

- DfE qualified teacher status.

Knowledge and Experience

- Experience at classroom level with evidence of impact in raising attainment and progress.
- Significant knowledge and experience of effective teaching and learning strategies
- Experience of developing a classroom culture of high expectations of students which promotes excellence.
- Knowledge and experience of safeguarding and child protection procedures and the ability to Promote and safeguard the welfare of students.

Skills and Abilities

- To be an inspirational and motivational leader who is able to effectively communicate the vision and ethos of the Languages Department to stakeholders.
- To demonstrate the ability to inspire students and staff to achieve excellent results.
- To demonstrate the ability to effectively manage a department and balance competing priorities and a busy workload.
- Excellent behaviour management skills
- Flexible, adaptable, results orientated, able to prioritise, and resilient under pressure
- Enthusiastic and exceptional teacher; with a proven track record of excellent results in public examinations
- To demonstrate the ability to build partnerships and work effectively with all stakeholders.

General:

Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection.

To demonstrate an understanding of and commitment to equal opportunities and diversity.