**Long Stratton High School**

Job Description

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| **Job Title:** | Head of Modern Foreign Languages |
| **Salary range or job grade:** | MPS/UPS + TLR 2b |
| **Responsible to:** | Assistant Headteacher |
| **Responsible for:** | Modern Foreign Languages Department |
| **Effective Date:** | January 2019 or sooner |

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| Role and Context | |
| Job Purpose: | To lead and manage the curriculum and teaching and learning regarding Modern Foreign Languages |
| **Dimensions** | Approximately 600 students study and Business Studies. The department consists of 1 full time and 2 part time teachers. |
| **Relationships:** | Works closely with:   * Heads of Department * Pupil Development Team * SLT * Data manager   Provides information and assistance to:   * All teaching and non-teaching staff, pupils, parents and Governors |
| **Other Job Information:** | The jobholder will need to be DBS approved.  The post holder will be expected to fulfil the Teachers’ standards. |

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| **Principal Accountabilities** | |
| The purpose of this post is to continue to raise standards within the school. The following key areas are drawn from the TTA document ‘National Standards for Subject Leaders’. Please refer to this document for exact details. | |
| **1.** | The strategic direction and development of Modern Foreign Languages. |
| **2.** | Teaching and learning including target setting and progress tracking. |
| **3.** | Leading and managing staff including performance management. |
| **4.** | Efficient and effective deployment of staff and resources including examination arrangements. |
| **5.** | Contribute towards the development of cross curricular themes e.g. life skills. |
| **6.** | Contribution to the development of the 14-19 curriculums and key stage 2-3 transition. |
| **Key Performance Indicators:**   * Key Stage 3 results * Key Stage 4 results * Uptake of post 16 studies * Parental and student feedback | |

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| Key Competencies |
| **Self Management**  Manages personal priorities, pressures and workload in an efficient and effective way |
| **Self Development**  Seeks feedback on their performance and takes appropriate actions to improve |
| **Communications**  Listens to and communicates clearly with individuals and groups to help mutual understanding |
| **Equality and Diversity**  Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid discrimination |
| **Self Awareness**  Understands their own behaviour, is aware of how it impacts on others, and can modify their approach accordingly |
| **Analysis and Judgement**  Identifies and solves problems ensuring connections are made with related issues and involves others in the process |
| **Flexible and Adaptable**  Develops and maintains constructive relationship which contribute to teamwork and achieving objectives |
| **Customer Focus**  Actively seeks out, listens to and builds on evaluation and feedback from customers. |
| **Proactive Approach**  Champions new initiatives in support of strategic objectives and encourages change. |

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| **General Information:**   * The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. * All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. * Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. |
| **Date: May 2018** |