NEW COLLEGE LEICESTER

HEAD OF MODERN FOREIGN LANGUAGES

Job Description

Line Manager: Director of Learning (English, Humanities, MFL)

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document and other current legislation.

Strategic Role

- To secure outstanding outcomes for students within the department
- To deliver outstanding teaching and learning across the department
- To drive the development of the MFL GCSE
- To build a love of languages across the college

Key Responsibilities

- The Leadership and Management of Teaching and Learning across the department to provide the highest quality teaching and to secure the highest standards of learning and teaching for all students, with the objective of raising standards of student attainment and progress
- Quality assure all practice and procedures across the department
- Ensure students have access to high quality learning materials

Key Competencies

- Outstanding subject knowledge with clear vision for teaching Modern Foreign Languages
- Reliability and integrity
- Outstanding teaching and understanding of learning pedagogy
- Good judgement
- Ability to delegate
- Excellent organisational skills
- Highest aspirations for self and others
- Excellent interpersonal skills

Duties and responsibilities specific to the post

- To ensure high standards of learning and teaching and academic attainment and progress for all students within the curriculum area
- To work with colleagues to further develop our innovative and engaging schemes of work, lesson plans and related learning resources that accelerate student progress
- To take a strategic lead in the development, delivery and the promotion of MFL at both key stages
- To use data to ensure outstanding outcomes for all groups of learners
- To undertake and support subject-specific staff training and professional development within the MFL department
- To contribute to the College Development Plan and self-evaluation processes as required
- To liaise with outside agencies
- Ensure that all aspects of the department's quality assurance are carried out as required by the Academy and that action plans are enacted to tackle underachievement
- Ensure all learning resources allow full differentiation, are well maintained and managed
- Liaise with partner agencies including exam boards and external consultants
- Ensure that school policies are applied consistently and rigorously
- Demonstrate a commitment to intercultural activities and international links

- Undertake such reviews of progress as are required
- Other reasonable duties as required by the school

Set high expectations which inspire, motivate and challenge students

- Establish a safe and stimulating environment for all students, rooted in mutual respect
- Set goals and challenge students of all abilities and backgrounds
- Demonstrate positive attitudes, values and behaviours

Promote progress and outcomes by students

- Be accountable for students' attainment, progress and outcomes
- Be aware of students' capabilities and their prior knowledge, and plan teaching to build on these
- Guide students to reflect on the progress they have made and their emerging needs
- Demonstrate knowledge and understanding of how students learn and how this impacts on teaching
- Encourage students to take a responsible and conscientious attitude to their own work and study.

Demonstrate good subject and curriculum knowledge

- Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings
- Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy, articulacy and the correct use of standard English, whatever your specialist subject

Plan and teach well-structured and engaging lessons

- Impart knowledge and develop understanding through effective use of lesson time.
- Promote a love of learning and children's intellectual curiosity
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired
- Reflect systematically on the effectiveness of lessons and approaches to teaching
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s)

Adapt teaching to respond to the strengths and needs of all students

- Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively
- Have a secure understanding of how a range of factors can inhibit students' ability to learn and how best to overcome these
- Demonstrate an awareness of the physical, social and intellectual development of children and know how to adapt teaching to support students' education at different stages of development
- Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them

Make accurate and productive use of assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- Make use of formative and summative assessment to secure students' progress
- Use relevant data to monitor progress, set targets and plan subsequent lessons
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback

Manage behaviour effectively to ensure a good and safe learning environment

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them
- Maintain good relationships with students, exercise appropriate authority and act decisively when necessary

Fuller wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Deploy support staff effectively
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Communicate effectively with parents with regard to students' achievements and well-being

UPS Responsibility (if applicable)

- The expectation is that colleagues on the Upper Pay Spine (UPS) should be consistently demonstrating a quality of teaching over time (progress of learners / standards of teaching, learning and assessment) which is at least consistently good and outstanding
- UPS teachers should contribute to the professional development of colleagues through coaching, mentoring, demonstrating effective practice, providing advice and feedback and whole school INSET
- Other responsibilities to be determined by the Principal and Line Manager

Generic duties and responsibilities

To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:

- New College policies and guidelines on the curriculum and school organisation
- The Conditions of Service for School Teachers in England and Wales and with New College conditions of Employment
- Common core skills and knowledge for the children's workforce
- All teachers have a responsibility for safeguarding the welfare of children and young persons

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers' Pay and Conditions Document.