



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Head of Modern Foreign Languages (MFL)
FACULTY	Modern Foreign Languages
GRADE	Band A – Band C plus Management Allowance (MA) 5
RESPONSIBLE TO	Deputy Head
JOB PURPOSE	To take overall responsibility for the leadership, management and co-ordination of all the work within the Faculty

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- To liaise with senior staff, other Heads of Faculty/Departments and Heads of Year to ensure that school policies are implemented.
- To lead and involve all Faculty staff in the development planning for their area.
- To represent their area through the school's consultative structure and to consult with the Head on matters concerning their Faculty.
- To manage all aspects of the curriculum within the Faculty to maximise student progress.
- To have overall responsibility for the Assessment, Recording and Reporting within the Faculty.
- To manage effectively and efficiently all resources within the Faculty.
- To manage the development of staff in accordance with whole school, Faculty and individual needs.
- To represent their area as necessary, within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools etc.
- If there is no responsibility post holder in his/her own subject, to take on the role and responsibility of that post.
- To promote a purposeful, disciplined and thriving learning environment within the Faculty which aims to raise student expectations and self-esteem.
- To lead faculty self-review and evaluation
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with