



## **The Role of Assistant Head of MFL**

The following job specification is for Assistant Head of MFL.

### **A. Name**

### **B. Job Title – Assistant Head of MFL**

**C. Job Purpose** - To lead, develop, support & hold accountable members of the MFL department to ensure high standards of teaching & learning and the development of staff & students.

**D. Accountable** - To the head of department and senior leadership of the school for the effective discharge of all duties.

To assist with the effective teaching, learning and support of the school's students in the department.

To assist with enabling the staff of the department to identify and address their continuing professional development needs, providing opportunities for cascading new learning to other colleagues, as appropriate.

For evaluating all factors in the department contributing to student achievement at a particular key stage and intervening appropriately to promote success.

### **E. Responsibilities**

#### **1. School improvement and school self-evaluation**

Lead the department in relevant school improvement and school self-evaluation activities, with specific attention to the service to students in the department.

Lead departmental preparation for inspections by OFSTED and other accredited bodies. Contribute to whole school preparation as appropriate, in consultation with the senior leadership team.

Co-operate with internal Departmental Reviews for the department.

Contribute to the creation of a three-year Departmental Strategic Plan and Vision and a one-year Departmental Development Plan. Review and evaluate these plans with the line manager as directed in the line management schedule.

Monitor the quality of department members' report writing and assessments for a particular key stage.

Assist in the completion of monthly line management proformas which includes the one-year Department Development Plan and results analysis.

#### **2. Teaching and learning and student development**

Ensure that departmental teaching and learning practices and schemes of work clearly reflect the principles and guidance in the Learning and Teaching policy.

Stay abreast of recent subject developments and plan, enact and evaluate, at least annually, all courses, appropriate syllabuses, materials, schemes of work and revision programmes.

Ensure that the department's schemes of work and lesson materials have clearly identified aims and objectives which are shared with the students for a particular key stage.

Ensure that the department's curricular provision includes citizenship, cross-curricular themes and spiritual, moral, social and cultural dimensions.

Lead the provision of varied methods of teaching and learning, appropriate to the abilities and aspirations of the students and which enable them to take maximum responsibility for their own learning.

### **3. Student assessment, reporting and support**

Assist in the monitoring of assessment by teachers within the department at least twice annually to ensure that it, and the work sampling process itself, follows departmental and whole school policies and offer guidance to teachers on improvement where necessary.

Meet the published data standards to analyse student performance and value-added data in the subject.

Explore trends in achievement and progress according to age, gender, ethnicity, socio-economic background, pupil premium and ability for a particular year group.

Take responsibility for the allocation of students to particular classes in the subject, in consultation with the curriculum manager and according to school policy and practice for a particular key stage.

Ensure the effective and efficient provision of a programme of formative and summative student assessment, consistent with the whole-school assessment and Learning and Teaching policies.

Ensure that key assessment of students' performance and progress grades are standardised within the department and that a timetable for such work is communicated to relevant staff for a particular key stage.

Ensure that accurate and up-to-date records of student achievement and attendance are kept within the department and on SIMS.

Ensure the identification of students who are experiencing difficulties and that appropriate support and direction is given to them, monitored, evaluated and altered where necessary.

Assist with co-ordinating and moderating Controlled Assessment and ensure that examination board directions are known by all relevant staff and followed.

### **4. Finance and resource management**

Order and allocate materials and equipment as appropriate and maintain an up-to-date inventory of equipment and resources using school procedures only and at all times.

Advise the senior leadership of the school on the staffing, resource and accommodation needs of the department.

Contribute to the annual analysis of the staffing needs of the department according to the current staffing policy of the school and work with the timetabler to plan staffing and accommodation allocation in the department.

### **5. Personnel**

To deputise for the Head of MFL in their absence.

To performance manage one or more staff in the department.

Contribute to the process of appointing staff to the department and follow the Safer Recruitment Policy.

Contribute to the programme for the departmental induction of new staff.

Contribute to the identification and support of career development and continuing professional development and training for members of the department.

Ensure adherence to school policies by members of the department.

### **6. Liaison within and outside school**

Assist in ensuring all members of the department follow the school Communications Policy.

### **7. General Duties**

Participate in appropriate meetings with colleagues, students, parents and governors relative to the role.

Carry out a share of supervisory duties in accordance with published rosters.

Comply with and promote school policies and procedures.

Abide by and actively promote the school's Child Protection Policy and Procedures and Safe Working Practice for the Protection of Children and Staff in Education Settings.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of School Teachers' Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time and have regard to clause 4(1)(f) of the School Teachers' Conditions of Employment.