



JOB DESCRIPTION – Head of Modern Foreign Languages

To whom responsible: Deputy Head (Academic)

Management Responsibilities:

- To provide leadership by example
- To manage and develop working relations with all colleagues at Radnor House Sevenoaks
- To manage and support your team to ensure they deliver high standards
- To lead celebratory assemblies on an agreed basis

Key role as Head of Modern Foreign Languages (MFL):

- To have responsibility as a middle manager at Radnor House Sevenoaks through the role of Head of Modern Foreign Languages
- To work in accordance with role of teacher as defined from time to time by Radnor House Sevenoaks
- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks

Subject leader Responsibilities:

- To provide leadership by example
- To contribute to and participate in the corporate planning of the MFL Department at Radnor House Sevenoaks
- To manage, monitor, support, motivate and lead the teaching of Spanish and French and co-ordinate the work of the appropriate teachers
- To lead professional development by coaching / peer support / target setting / training needs and provision
- To manage and develop working relations with the Head, Deputy Head and the Senior Leadership Team
- To develop high standards of teaching and learning by monitoring and taking effective action
- To set targets for student improvement using benchmark data with the assistance of the Deputy Head
- To advise the Head on all matters relating to the teaching of Spanish and French:
 - i. **Teaching groups**
 - ii. **Classroom use**
 - iii. **Teaching syllabuses, specifications and schemes of work**
 - iv. **Ordering of resources and equipment**
- To establish resource needs, set priorities for spending and allocate those resources within financial parameters set by the Finance Director
- To develop high standards of display and presentation of materials
- To maintain standards of discipline in line with school policies
- To complete all assessment requirements, including homework, coursework and entrance exam assessments
- To report and record each pupil's progress and achievement
- To draw up an Annual Departmental Plan for the School Development Plan

- To be responsible for gathering information to develop and improve student achievement
- To ensure Departmental Handbooks, Schemes of Work and Lesson Plans are up to date
- To evaluate the Department's documentation to ensure it meets statutory requirements
- To undertake Departmental self-evaluation
- To oversee continuity, progression, differentiation and entitlement for more and less able students throughout Key Stages 3, 4 and the Sixth Form
- To develop curriculum and teaching methods in line with policies and to give guidance on teaching methods
- To be accountable to the Head
- To create a safe working and learning environment
- To provide efficient management and organisation of accommodation and learning resources including IT
- To explore opportunities for new resources
- To oversee the delivery of the Department's curriculum
- To contribute to the review, development and management of the Department's curriculum as required
- To oversee and organise the teaching resources for each group of students taught within the financial parameters of the Department
- To maintain outcomes of achievement from students taught
- To maintain an attractive classroom environment
- To develop continual updating of knowledge and understanding of the Department's curriculum through personal reading and research
- To attend required meetings with colleagues and parents relative to duties outlined in this job description in line with the published schedule
- To participate in Whole School Evaluation and INSET in the following areas of the curriculum as required:
 - i. **Spanish**
 - ii. **French**
 - iii. **Pastoral**
- To support the training and induction of new staff and NQTs with the assistance of the Deputy Head
- To Line Manage members of the MFL department as requested.
- To oversee a programme of visits for pupils to enhance their understanding in the subject taught

Pastoral Responsibilities:

- Take a full part in the pastoral arrangements of Radnor House Sevenoaks including attendance at Assemblies
- To perform the tasks and duties of a Tutor under the direction of the Deputy Head

Other considerations:

- To work in accordance with the role of teacher as defined from time to time by Radnor House Sevenoaks
- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks
- To contribute to the co-curricular life of Radnor House Sevenoaks
- To assist or lead in the organisation and management of MFL related events and co- curricular activities
- To undertake such other duties as the Head or his Deputy may reasonably request
- To continue the roles outlined in this job description to the highest level

The above statement of Responsibilities is agreed to be an accurate job description

Personal Specification for Head of Modern Foreign Languages

Essential Qualifications

- Qualified teacher status
- Graduate

Experience Skills, Knowledge and Qualities

- Successful experience of teaching pupils in the full ability range aged 11 to 18 years.
- Excellent subject knowledge.
- High expectations for self and students.
- The ability to lead, motivate, challenge and inspire staff and students
- An interest in finding the best ways to maximise students' learning.
- The ability to create, develop and apply vision in the Department.
- Excellent teaching skills for pupils of all abilities and able to apply a range of teaching strategies to meeting well defined learning objectives.
- Good knowledge of practical strategies to differentiate learning.
- Good knowledge of different assessment techniques and ability to use assessment information constructively to help students learn.
- Good behaviour management skills.
- Skilled in the use of information technology to enrich learning.
- A readiness and ability to reflect regularly on own practice and develop professionally.
- Able to work positively and constructively with other staff and students.

Personal Qualities

- Positive, open minded, hardworking, enthusiastic, creative, a readiness to develop and learn professionally