**Job Profile**

**POST: Head of Modern Foreign Languages (Maternity cover) - Temporary**

**SALARY: TRL 2 (£2667- £6515 dependent on experience)**

**RESPONSIBLE TO: Head of Communication Faculty**

**RESPONSIBLE FOR: Leadership and Management of the Modern Foreign Languages Subject**

**WORKING PATTERN: Refer to School Teachers’ Pay and Conditions Document**

**KEY RELATIONSHIPS: Academy Leadership Team; Heads of Faculty and Subject; Students; Teaching and Associate staff; Parents/Carers.**

**1 Job Purpose**

1.1 To raise standards at the Academy through the delivery of the Academy Improvement Plan.

1.2 To support the Senior Leadership team through contributing to the overall leadership and management of the Academy.

1.3 To support actively the vision, ethos, culture and policies of the Academy and to take corporate responsibility for delivering this vision.

1.4 To be responsible for the academic learning and progress of students and work to identified key performance indicators in this regard.

1.5 To lead in areas of core responsibility, as designated by and agreed with the Executive Principal.

1.6 To develop a first class, broad and balanced MFL team that will raise standards and have a positive impact of the student experience and their learning.

1.7 To work to the professional duties set out in the School Teachers’ Pay and Conditions Document and meet all requirements as appropriate in the Teachers’ Standards (attached as Appendices to this document).

**2 Key Responsibilites**

2.1 To agree, monitor and evaluate student progress targets, which make a measurable contribution to whole Academy targets, including robust data management and organisation of any necessary catch-up and extension workshops.

2.2 To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Executive Principal and in line with the Academy’s vision.

2.3 To research and monitor all available and appropriate courses and qualifications and the exam boards which will support the development of the curriculum offer for SKA students.

2.5 To provide regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance.

2.6 To review and monitor the delivery of Performance Management objectives according to the Academy timeline resulting in a clear and tangible impact on student learning.

2.7 To hold others to account for underperformance, where required, and to put in place appropriate support plans to improve performance.

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2.9 To ensure allsubject staff understand, and are actively implementing, the key aspects of the Academy’s behaviour and inclusion policies including the celebration of student success e.g. assemblies, displays, awards, rewards, publicity, curriculum enhancement days.

2.10 To oversee and evaluate the subject budget allocation to ensure the budget is spent in line with Faculty learning priorities and best value principles.

2.11 To engage all subject staff in the creation, consistent implementation and improvement of schemes of work / unit planners which encapsulate key Academy learning strategies and best suit the development of the Faculty curriculum.

2.12 To oversee the induction and development of ITT/GTP students and NQTs in the Subject area.

2.13 To monitor staff attendance. To liaise with VP Curriculum, Progress and Learning re attendance issues and carry out duties as requested in accordance with Academy policy on staff attendance.

2.14 To ensure effective communication/consultation as appropriate with the parents of students including the monitoring and evaluation of Faculty reports to parents.

2.15 To foster and oversee the application of ICT in theSubject area as an effective tool for learning.

2.16 To be a good/outstanding practitioner and to model high teaching and learning expectations within the Academy by example in the classroom and through lesson observation feedback and coaching

2.17 To attend Governing Body meetings and committees as required.

2.18 To line manage the subject teachers within the department.

**3 Additional Duties**

3.1 To comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.

3.2 To develop constructive relationships and liaise between managers/teaching staff and support staff and lead by example.

3.3 To develop positive relationships and communicate with other agencies/ professionals working within and outside the Academy community.

3.4 To work flexibly to promote extra-curricular activities and out of hours learning which enhance learning opportunities.

3.5 To engage in relevant continuous professional development opportunities and performance management arrangements.

3.6 To assist in the preparation and review of Academy Policy documents and ensure the Academy Improvement Plan, in relation to the area of responsibility, is continually monitored and reviewed.

3.7 To undertake other duties as may reasonably be assigned by the Executive Principal or the Academy Trust, recognising that the duties of this post may vary from time to time without changing the general character of the post or level of responsibility.

This job profile is subject to review to complement the Academy’s Performance Management Framework.

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| Name and signature of employee: |  |
| Date: |  |
| Name and signature of Performance Reviewer: |  |
| Date: |  |