Job Title: Head of Modern Foreign Languages

Key Role: To ensure that all students engage successfully in their learning and are able to make progress towards their agreed targets. To meet the QTS standards and continue to develop professional practice.

Primary Purpose

- To provide leadership and management for Modern Foreign Languages to promote excellent teaching so all students achieve their potential within an atmosphere in which students feel challenged, valued and secure.
- To assist the Governing Body, Headteacher and the SLT in the overall management and development of the school.
- To be responsible for the overall development of the work of the department, its students and staff and for the efficient management of all physical and financial resources.

Impact on Educational Progress beyond those students which you normally teach

- Monitor planning, teaching progress, record keeping, assessing and homework.
- Effectively contribute to the school central record keeping system.
- Lead, coordinate and monitor the Modern Foreign Languages aspects of the Department SEF and objectives that contribute to the School Improvement Plan.
- Effective liaison with Heads of Year.

Lead, develop and enhance the teaching practice of others

- Monitor the development of and update Schemes of Work that all subject teachers contribute to and use.
- Carry out lesson observations and reviews in line with The Performance Management process.
- Mentor, support and encourage colleagues in their professional development.
- To encourage staff to keep abreast of recent developments in the subject and to share good practice and cascade training.

Knowledge and Understanding

- To have a detailed knowledge of the National Curriculum programmes of study.
- To be familiar with the relevant external exam syllabuses and courses (KS3, KS4 & KS5 if applicable).
- To understand progression from KS2 programmes of study.
- To cope securely with subject-related questions which students raise.
- To have a secure knowledge and understanding of relevant ICT skills and subject related material to satisfy National Curriculum requirements and enhance learning.
- To be familiar with relevant Health and Safety requirements and plan lessons to avoid potential hazards.

Planning

To plan their teaching to achieve progression in students' learning:

- To set tasks for the whole class, individual and group work, including homework, which challenge students and ensure high levels of pupil interest.
- To have appropriate and demanding expectations for students' learning.
- To set clear targets for students learning, building on prior attainment, and ensuring that students are aware of the substance and purpose of what they are asked to do.
- To identify students who:
  Have special educational needs, including specific learning difficulties;
  Are very able;

Are not yet fluent in English; and know where to get help in order to give positive and targeted support.
- To provide clear structures for lessons, and sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge for students.
- To make effective use of assessment information on students' attainment and progress in their teaching and in planning future lessons and sequences of lessons.
- To plan opportunities to contribute to students' personal, spiritual, moral, social and cultural development.
- To ensure coverage of the relevant examination syllabuses and National Curriculum programmes of study.

Teaching and Class Management

- To ensure effective teaching of whole classes, and individuals within the whole class setting, so that teaching objectives are met, and best use is made of available teaching time.
- To establish and maintain a purposeful working atmosphere.
- To set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- To exploit opportunities to contribute to the quality of students' wider educational development, including their personal, spiritual, moral, social and cultural development;
- To set high expectations for all students notwithstanding individual differences, including gender, and cultural and linguistic backgrounds;
- To contribute to the care, guidance and support of students as a Form Tutor

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Pupil Outcomes

- To oversee the progress of all students within your teaching groups, towards agreed targets including any external examinations and to assist in implementing strategies when progress is less than expected.
- To foster positive and productive pupil attitudes to and engagement in learning within your teaching groups.

General

- To establish, effective working relationships with professional colleagues.
- To set a good example to the students you teach, through your presentation and personal and professional conduct.
- To understand your professional responsibilities in relation to school policies and practices, including those concerned with pastoral and personal safety matters, including bullying.
- To recognise that learning takes place inside and outside the school context, and understand the need to liaise effectively with parents and other carers and with agencies with responsibility for students' education and welfare.
- To understand the need to take responsibility for your own professional development and to keep up to date with research and development in pedagogy and in your subject.
- Ensure child protection and safeguarding responsibilities are met.
- Undertake the duties of teachers as outlined in the School Teachers Pay and Conditions Document.
- To fully support the school's Catholic ethos.
- Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.