



POST: Head of Modern Foreign Languages

RESPONSIBLE TO: Assistant Principal

LEVEL: MPS – UPS + TLR2b

CORE PURPOSE: To lead, develop and manage the delivery of MFL within the Academy in order to secure high quality learning and teaching and improved achievement and attainment for all students.

JOB DESCRIPTION: The duties outlined in this job description are in addition to those covered by the latest 'School Teachers Pay and Conditions' document. The job description will be reviewed regularly to reflect or anticipate changes on the job, commensurate with the salary and areas of responsibility

The post holder will:

- Help to deliver the Sponsors' vision and translate into practice
- Ensure that all the Academy policies are implemented
- Foster a learning culture with high expectations in a safe and secure learning environment
- Be responsible for the self-evaluation of their subject and produce and lead on the subject development plan taking responsibility for all aspects within it

SPECIFIC RESPONSIBILITIES

Strategic Direction

- To deliver their vision for the subject and ensure all teachers within their subject buy into it
- To lead on standards and student outcomes within Languages
- To develop and sustain high quality teaching and learning throughout Languages
- To create and own the curriculum *Intent* for Languages, working with the team to ensure effective *Implementation* which produces clear *Impact*
- To ensure that the curriculum offering within Languages meets the needs of the students
- To lead on all aspects of Languages, keeping up to date with new and relevant information
- To ensure an effective Languages enrichment offer is available for all students across the Academy
- To lead good pedagogy practice within Languages and sharing where appropriate with other subject areas
- To develop and support staff within the subject to ensure they are effective in the classroom

Teaching and Learning

- To monitor standards of achievement through regular monitoring, review and evaluation
- To ensure that students in Languages are set challenging targets and that they are shared with students and reviewed on a regular basis
- To ensure that the quality of lesson plans, the use of assessment and homework set are of the highest quality
- To develop positive approaches to teaching and learning so that students have every opportunity to become confident and positive learners, enthusiastic about their own progress and place in society
- To support colleagues within Languages so that appropriate standards of behaviour are established and maintained
- To develop, implement, monitor and review schemes of work regularly to ensure that they are up to date and consistent with the Academy's framework
- To develop the delivery of the specialism with Languages
- To develop, implement, monitor and review the use of new technologies within Languages

- To ensure that all aspects of the student achievements in Languages are monitored and evaluated and this information is used to inform priorities and targets for improvement
- To monitor the progress of all students and classes in Languages – including those able and talented, with special educational needs and to ensure the right support is put in place
- To analyse student data and work with staff within the subject to ensure students achieve their potential
- With the Heads of Year, identify students who are underachieving and where necessary create and implement effective plans to support those students.

Management of the Academy

- To undertake any professional duties delegated by the Principal
- To apply best value for money principles to secure resources for Languages and ensure they manage the budget effectively
- To seek extra funding to support the development within Languages
- To ensure that the accommodation provides a positive and safe environment which promotes wellbeing and high achievement for all in the Academy
- To use every opportunity to create a positive and memorable learning environment within Languages
- To support the Senior Team in any performance management needs within their subject area

Community and Partnerships

- to work closely and in partnership with the Senior Leadership Team to ensure the successful ongoing development of the Academy
- Seek curriculum links with businesses, HE/FE, other schools particularly to promote the Academy specialisms

Developing Self and Working with Others

- to assist in the appointment of staff following the Safer Recruitment Policy
- to support the induction of new staff within Languages
- to create and maintain good working relationships among all members of the Academy community
- to promote appropriate personal and professional development of all staff in the within Languages, providing an example through their own development
- to conduct performance management for members within Languages
- to work with the SENCO to ensure that Individual Education Plans, behaviour and other contracts are implemented to match students' needs within Languages
- to line manage teachers within Languages
- to line manage non-teachers such as Curriculum Support Workers within Languages

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of Consett Academy, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

EQUALITY AND DIVERSITY

The Academy is committed to equality and diversity for all members of society and will act to discharge this responsibility, but many of the actions will rely on individual staff members embracing their responsibilities with commitment, and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the Academy's initiatives on Equality and Diversity by development and training designed to enhance practices and the experiences of staff, students and visitors

to the Academy and wider Trust, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

Person Specification

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed; whose leadership style recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

	Assessed*	Essential	Desirable
Qualifications and Training			
A relevant degree or equivalent	A	✓	
QTS and 2 years minimum of continuous experience	A	✓	
Experience			
A Teacher of Languages	A	✓	
Experience of leading an initiative or project	A	✓	
Successful track record in areas relating to application and job description	A	✓	
Evidence of being at least a consistently 'good' practitioner	A	✓	
Evidence of recent CPD for a leadership post within the last 2 years	A		✓
Skills and Knowledge			
Articulate and communicate a shared vision	A, I	✓	
The ability to develop short, medium- and long-term strategies that progressively impact on the intended outcome	A, I		✓
Understand clearly data tracking for students, development planning and implementation	A, I	✓	
The ability to create solutions and see tasks and plans through to completion	A, I	✓	
Effective communication skills	A, I	✓	

The capacity to build positive working relationships	A	✓	
The ability to lead and enthuse colleagues whilst also commanding respect	A	✓	
The ability to work on own initiative and effectively within a team	A	✓	
Thorough understanding of current education policies and practice relating to subject area	A, I	✓	
Attributes and Qualities			
Care about and understand young people	A, I	✓	
Determination to promote equality of opportunity	A, I	✓	
Be able to prioritise tasks and agendas	I, T	✓	
Be able to work under pressure, cope with criticism and to be sensitive to the needs of others	A	✓	
Recognise that continuous professional development is the foundation for improvement	A	✓	
High professional and personal standards in both work and conduct	A	✓	

*The criteria will be assessed through application, interview and task.

Name of Post Holder:	
Signature of Post Holder:	Date: