



Job Description

Head of MFL

Grade	Main/Upper Pay Scale plus Teaching & Learning Responsibility - TLR 1 (b) (value = £9,818 as at 1 September 2018)
Responsible to	Deputy Headteacher
Responsible for	Assistant Department Leader; Teaching Staff
Hours of work	As outlined in the current School Teachers' Pay and Conditions Document

Main Purpose of the Post

In addition to those professional responsibilities which are common to all classroom teachers in the School, and which are outlined in the job description for teachers, the postholder will:

- lead, develop and hold accountable the Department in pursuit of raising standards in the curriculum area
- ensure students feel safe and valued and that the Department makes a significant and sustained contribution to the progress and attainment of every student.
- liaise with other Department Leaders in order to develop literacy and numeracy standards across the curriculum
- ensure that the environment across the curriculum area is safe, stimulating and relevant
- to generate and make a significant contribution to the debate about learning within the curriculum area and at whole Trust level through membership of policy decision making forums

To carry out the duties of a teacher as detailed in the School Teachers' Pay and Conditions Document.

Duties and Responsibilities

The postholder will be required to exercise his/her professional skills and judgement to carry out the professional duties set out below:



Making an impact on the educational progress of students beyond those directly assigned

- Ensuring that School attainment targets are used productively in order to monitor the progression of individual students
- Provide a quality assurance role for the regular progress checks and use the data analysis from these to inform future developments
- Instigating appropriate action when students are judged to be failing to meet expected standards
- Ensuring that students experience an educational programme that is personalised to their particular needs as identified through a robust monitoring system
- Leading regular self-evaluation and internal review of the curriculum area
- Ensuring smooth transition from primary school for Year 7 students implementing appropriate intervention strategies for those students who have failed to meet national expectations
- Overseeing the programme for NQTs and ITT students within the team
- Undertake any other reasonable duties appropriate to the grading of the post as required by the Headteacher

Leading, developing and enhancing the teaching practice of others

- Supporting, encouraging and monitoring Department team members in their professional development providing regular feedback to team members in a way which recognises good practice, supports their progress against performance management objectives and impacts positively on learning

Curriculum team specific areas of responsibility

- Leading and managing the learning of all students, ensuring appropriate curriculum provision and monitoring classroom practice
- Monitoring the work of postholders within the Department to ensure continuity and progression across all Key Stages

School Improvement Plan Responsibilities

- Produce an action plan that is linked to developments in pedagogy of team's subject area(s) and the School Improvement Plan
- Evaluate the action plan on a regular basis with SLT support

Budget Accountability

The postholder will be accountable for:

- Curriculum Department budget
- The asset inventory



Expectations

To carry out the duties and responsibilities of the post with due regard to the public sector duties to promote equality

- To work at all times within the code of requirements of the Health and Safety at Work Act
- To undertake other duties appropriate to the grading of the post as required
- To work at all times within the Safeguarding Policy

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the postholder's professional responsibilities and duties.

Signed

Headteacher

Date

Signed

Postholder

Date