

**ST. FRANCIS XAVIER SCHOOL**  
(part of the St Margaret Clitherow Catholic Academy Trust)



**Job Description**

<b>Job Title:</b>	<b>Head of Modern Foreign Languages</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the School and the curricular policies determined by the Governing Body and Head Teacher.</li> <li>• To act as a curriculum lead and be responsible for leading and developing in this area.</li> <li>• To develop and enhance the teaching practice of others.</li> <li>• To monitor and support the overall progress and development of students as a manager and leader within the curriculum area.</li> <li>• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio</li> </ul>
<b>Accountable to:</b>	<ul style="list-style-type: none"> <li>• Headteacher</li> </ul>
<b>Accountable for:</b>	<ul style="list-style-type: none"> <li>• The provision of a full learning experience and support for students.</li> </ul>
<b>Liaising with:</b>	<ul style="list-style-type: none"> <li>• Head/Members of SLT/support staff LA representatives, external agencies and parents.</li> </ul>
<b>Salary Grade:</b>	<ul style="list-style-type: none"> <li>• 2a</li> </ul>
<b>Disclosure level:</b>	<ul style="list-style-type: none"> <li>• Enhanced</li> </ul>
<b>General responsibilities and key tasks as shown below:</b>	
<b>Main (Core) Duties</b>	
<b>Operational/strategic planning</b>	<ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.</li> <li>• To ensure that department staff plan effective lessons taking account of personalised learning and differentiate appropriately providing challenge for all.</li> </ul>



	<ul style="list-style-type: none"> <li>• To manage the monitoring and following up of student progress.</li> <li>• To work with colleagues to formulate aims and objectives for the programme/subject area, which have coherence and relevance to the needs of students and to the aims and objectives of the school.</li> <li>• To manage the financial budget ensuring value for money, and to ensure that the planning activities of the programme/subject reflect the needs of the students and the aims and objectives of the school.</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>• To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• To support curriculum development within the whole programme/subject area with particular emphasis on the relevant curriculum area.</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the SLT to maintain accreditation with relevant examination and validating bodies.</li> <li>• To ensure that the programme/subject is differentiated to take account of students needs.</li> </ul>
<b><u>Staffing</u></b>  <b>Staff Development</b>  <b>Recruitment/ Deployment of staff</b>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Appraisal Review process.</li> <li>• To ensure the effective/efficient deployment of classroom support</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• To help to implement school quality assurance systems.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance</li> </ul>



	<p>criteria. To seek/implement modification and improvement where required.</p> <ul style="list-style-type: none"> <li>• To review from time to time methods of teaching and programmes of work.</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS (Bromcom), registers, etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents Evenings and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> </ul>



<b>Monitoring and Intervention</b>	<ul style="list-style-type: none"> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>• To contribute to PSHE and citizenship and enterprise according to school policy</li> <li>• To apply the Behaviour Management systems so that effective learning can take place.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as</li> </ul>



required.

**Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive Christian mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

