Director of Modern Foreign Languages

Job Description

***Point on Salary Range***: TLR 1.5 (£9378)

***Responsible to***: Leadership Link

Effective date: 17 April 2017  
Review date: April 2018

General Description

To lead the Modern Foreign Languages Team which encourages students to develop open, enquiring minds and to perceive their learning in the context of a wider body of knowledge; and to provide a sound basis for life-long study and the pursuit of personal interest.

**Strategic Direction, Development and Leadership**

Create a vision, sense of purpose and pride in the Modern Foreign Languages Team and students.

* Be an excellent role model for the Modern Foreign Languages Team.
* Produce the Modern Foreign Languages Team development plan and monitor and evaluate its implementation and the part it plays towards whole school development.
* Act as a leader, coach and mentor to those line-managed including Performance Management responsibilities.
* Acknowledge and respond to the responsibility for raising student achievement within the Modern Foreign Languages Team to secure consistently good, if not outstanding, outcomes.
* Be a role model in all aspects of teaching and learning.
* Identify and actively share areas of good practice.
* Keep abreast of local and national curriculum changes relevant to the Modern Foreign Languages Team.
* Participate in the recruitment of new staff within the Modern Foreign Languages Team.
* Delegate roles and responsibilities in the Modern Foreign Languages Team.
* Organise staff and resources for optimum student achievement.
* In areas for development where responsibility has been devolved, monitor and evaluate the progress made in fulfilling development plans and achieving targets, and use this to inform future planning and development.
* Undertake regular quality assurance of the Modern Foreign Languages Team’s work and progress as well as learning and teaching (including planning and assessment) to secure consistency across all subject areas in the team.
* Make decisions about provision which are informed by the analysis, understanding and interpretation of relevant data and information.
* To use Modern Foreign Languages Team meeting time to share good practice and secure further improvement.
* Account for the effectiveness of the Modern Foreign Languages Team to the Leadership link and Governors when appropriate.
* Provide coherent and accurate accounts of performance at Key Stage 3, 4 and 5 showing well-developed data analysis skills and an understanding of how to use data to secure improvement.

Teaching and Learning

Promote strategies and provide support to enhance the quality of teaching and progress across all key stages and subjects.

* Develop, plan and review syllabi and schemes for learning to ensure curriculum coverage, continuity and progression in the Modern Foreign Languages Team.
* Ensure that schemes for learning for all Key Stages are effectively implemented and that members of the team are clear about teaching objectives and communicate these to students.
* Monitoring all aspects of teaching and learning including marking and homework through the use of learning walks, lesson observations, work-sampling and student voice.
* Support the development of learning and teaching methods to meet the needs of different students, with a particular focus on raising the achievement of high ability learners.
* In liaison with Heads of Subject, oversee and ensure all aspects of cross-curricular initiatives are embedded in Modern Foreign Languages Team work such as literacy, numeracy and communication.
* Use assessment data and analyses of students’ performance to evaluate the quality of teaching in the Modern Foreign Languages Team and secure improvement.
* Liaise with the Exams Officer in terms of all exam entries.
* Ensure the effective arrangements for running all internal and external examinations; designing and developing booster and intervention classes to raise achievement where appropriate.
* Oversee and monitor the Modern Foreign Languages Team’s use of rewards.
* Ensure that a stimulating learning environment is maintained within the Modern Foreign Languages Team.
* Promote enjoyment and achievement in learning and extra-curricular activities.

**Leading and Managing Staff**

Provide the support, challenge, information and development necessary to enhance and sustain high quality teaching by members of the Modern Foreign Languages Team.

* Establish constructive working relationships with other team members.
* Lead and support line-managed staff to ensure that the CPD needs of the team are met.
* Act as a line manager for Heads of Department in the Modern Foreign Languages Team.
* Chair and produce the agenda for effective and developmental team meetings.
* Ensure that trainee teachers and NQTs are trained, monitored, supported and assessed.
* Provide cover work where it has not been possible for an absent member of staff to do so or delegate to another member of the team.
* Ensure that the school guidance on safeguarding is implemented across the team.

**Efficient and Effective Deployment of Resources**

* Share the efficient and effective management and organisation of learning resources.
* Play a full part in the identification of staffing, materials and other resource demands of the area.
* Ensure the annual area budget plan aims to maintain and further develop provision and support.
* Allocate the budget against agreed area priorities and monitor its spending. Ensure that monies are spent wisely and that materials are effectively used.
* Ensure, through deployment of support staff, that high quality display of students’ work is a key feature of the area, and that displays are updated on a regular basis.
* Have oversight of buildings’ fabric, furniture, fixtures, fittings and equipment within the subject area and take appropriate steps to maintain these are in good order. Report on area needs for repair and / or Health and Safety issues.
* Where appropriate, ensure proper Risk Assessment is carried out according to school policy.
* Ensure that Health and Safety issues are taken into account in the subject area and during off site / residential activities, and that agreed School procedures are followed in all cases.
* Provide staffing forecasts and plans of staff allocation for the leadership team link.
* Maintain, according to school policy, an accurate inventory of equipment, books and other materials within the subject area.

**Relationships**

* With the Governing Body:

1. To advise and assist the Headteacher and Leadership Team in enabling the above to exercise its functions.
2. To attend Governors’ meetings as directed by the Headteacher.
3. To support the Headteacher by providing such reports and documentation as are necessary to enable her to carry out her responsibilities to the Governing Body.

* With parents and those holding parental responsibility:

1. To support the Headteacher in making arrangements for parents to be given regular information about the school, the progress of students, and other matters, so as to promote mutual understanding of its aims, ethos, methods and organisation, acceptance of reasonable conditions, and involvement in the education of their children and the wider life of the school.
2. To aid the Headteacher in providing the statutorily required school prospectus / website.
3. To support the arrangements for consultation between parents and staff.
4. To arrange, as appropriate, means for parents to express concerns and discuss problems relating to their children’s education and to provide positive responses to these.

* With other schools, colleges, educational establishments:

1. To promote continuity of learning, progression of achievement, and curriculum development.
2. To support effective induction of new students.

* With the community:

1. To promote a positive image of the school.
2. To support the Headteacher in ensuring that the school plays a constructive role in the life of the local community, and that the school draws on the nature and resources of the school.
3. To support the development of effective links with community organisations.
4. To support the development of links with local employers for the benefit of students.

The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document, the Education Reform Act 1988, other current educational and employment legislation, and the school’s Articles of Government.

In carrying out his / her duties the Modern Foreign Languages Director will consult as appropriate through the line management structure with the Assistant Headteacher – Student Support, the Governing Body, the staff of the school and the parents / carers of its students.

As well as the specified duties the person appointed will undertake any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The responsibilities outlined above are in addition to the responsibilities of the classroom teacher as outlined in the generic teacher job description.