**SECOND IN DEPARTMENT FOR MODERN LANGUAGES**

**TLR 2B**

**Job Description**

The role of the Second in Department for Modern Languages is to support the Curriculum Leader in all aspects of Leadership and Management of the Department. In addition, the post-holder will make a wider contribution to the development of Teaching and Learning throughout the School.

The Second in Department for Modern Languages receives a Teaching and Learning Responsibility payment because he or she:

* plays a key role in the development of Teaching and Learning in the Modern Languages Department and where appropriate in the whole School
* exercises a teacher’s professional skills and judgement in fulfilling that role
* leads, manages and develops the Modern Languages curriculum area
* has an impact on the educational progress of students in addition to those in his or her own assigned classes
* is involved in leading, developing and enhancing the professional practice of other staff

The professional areas of responsibility are set out in greater detail below:

**Strategic:**

* draw up in collaboration with key colleagues in the Modern Languages Department the Development Plan for Modern Languages
* promote provision and opportunities for all students and staff
* work in close partnership with all members of the Modern Languages Department and other colleagues
* Support the curriculum leader to ensure an active process of self-evaluation within the Modern Languages Department
* contribute actively to the continuing improvement of the quality of Teaching and Learning
* nurture and develop relevant links and partnerships beyond the School with other educational institutions, employers and business and the wider community which may be of practical benefit to the students and staff of the School.
* ensure through leadership, advice and support the continuing development and dissemination of best practice
* report on a regular basis to the Curriculum Leader who in turn reports to the link member of the Leadership Team

**Curriculum:**

* ensure that Modern Languages is at the forefront of good curriculum practice and abreast of current curriculum changes, development and thinking by regularly assessing and reviewing curriculum content, methods of assessment, and teaching methods
* monitor and evaluate the quality of Teaching and Learning within the Department
* establish and maintain clear policies and practices for assessment, accreditation and recognition of achievement, target-setting, monitoring and evaluation
* promote the development and use of Information Technology
* ensure effective arrangements for continuity and progression throughout the School with particular emphasis on the primary to secondary and KS3 to GCSE transition points
* develop, implement, maintain and review schemes of work, including assessment methods and homework policy
* ensure effective liaison with other curriculum areas of the School and contribute to the wider development of the School
* ensure an effective response to the needs of all learners within the Modern Languages Department, including those with Special Educational Needs, the Gifted and Talented, learners with a first language other than Modern Languages and those who may experience disadvantage which is a barrier to their learning.
* contribute to whole-School curriculum development and planning and review

**Personnel:**

* lead, manage, advise and support colleagues working in Modern Languages including teachers, support staff and student teachers, ensuring through the propagation of best practice that the highest of professional standards are maintained at all times
* advise colleagues on their continuing professional development and training needs
* contribute to Performance Management and appraisal of staff in the department
* delegate appropriately

**Administration, Organisation, Communication:**

* plan the management of resources for teaching and learning, budget accordingly and oversee the ordering of materials and equipment
* organise Modern Languages team meetings and ensure that records are kept
* assist with the organisation of Modern Languages examinations and assessments and contribute to the efficient administration of public examinations
* exercise care of the Modern Languages teaching areas, including equipment, materials and display
* ensure effective communication, including the completion of data points and reviews and the transmission of information to students, staff, parents, other members of staff and the Leadership Team as may be required
* ensure due attention to Health and Safety requirements in relation to daily practice and to visits and exchanges
* prepare for Inspection or visits by Assessors, Verifiers, Moderators etc.

**General requirements:**

* contribute actively to the promotion of the understanding and appreciation of Modern Languages throughout the School
* contribute actively to the high reputation of the School and the well-being of those who work and study in it
* contribute to the wider and extra-curricular life of the School
* work at all times within the policies of the School and the Local Authority and the Conditions of Service for Teachers
* undertake other duties which may reasonably be required by the Headteacher

**Accountability:**

The Second in Department for Modern Languages reports in the first instance to the Head of Department.

Linda Gooden

September 2017

**Modern Languages Department**

Post-holders will support departmental leadership and management by providing assistance to the Curriculum Leader to:

* Process exam results and if necessary request a report or remark
* Analyse exam results and consider any necessary reaction
* Update statistics
* Liaise with parents
* Review targets and monitor under or over performing students
* Monitor departmental budget
* Draw up and evaluate departmental action plan
* Develop extra-curricular workshops, clubs, or groups according to the interests of the students
* Consider timetable issues
* Examine development and inset issues within the department
* Create effective behaviour management strategies
* Ensure rooms are kept tidy with interesting display work and relevant visual aids where possible

September 2017