



Glenmoor & Winton Academies

High Achievement – High Standards

Part of United Learning

JOB DESCRIPTION

Post:	Head of Modern Foreign Languages
Responsible to:	Vice Principal
Salary Range:	Competitive and negotiable at interview

Role Purpose

- To improve standards of student attainment and achievement in Modern Foreign Languages
- To be accountable for student progress and development within the curriculum area
- To decide on the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with the aims of the Academies and the curricular policies determined by the Governing Body and Principal
- To be accountable for leading, managing and developing the support for students within the curriculum area of Modern Foreign Languages
- Contribute to the formulation and regular up-dating of the Departmental Development Plan with due regard to the Academies Improvement Plan and The Academies Self Evaluation Framework
- To work with the Vice Principal to effectively manage and deploy staff, financial and physical resources to support the Modern Foreign Languages development plan
- To establish good faculty liaison with other schools and education providers

Areas of Accountability

High Standards

- To role model effective teaching and learning strategies
- To monitor and evaluate the effectiveness of the curriculum provision for students
- To develop an ethos of striving for excellence by the pupils
- With the Vice Principal plan and deliver high quality training for staff
- To have a secure knowledge of the developments and the opportunities within the curriculum for students
- Using effective and detailed data analysis to raise the attainment of all students within the curriculum area and in particular targeted groups such as the gifted and talented, students who are looked after and any other group of students needing specialised support
- To assist in the planning and implementation of a personalised learning strategy for students in Modern Foreign Languages

Executive Principal: Mr Ben Antell

Principal: Mr Stuart Ingram

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Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Glenmoor and Winton Academies
Beswick Avenue
Bournemouth
Dorset BH10 4EX
t 01202 527 818
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Leading Teaching and Learning

- Implementing effective curriculum assessment and reporting programmes in line with the Academies agreed policies
- Using and analysing data to improve pupil performance in particular identifying individual or groups of pupils who are under performing and implementing effective strategies to overcome this
- Using support staff effectively to further raise standards in Modern Foreign Languages
- Ensuring effective financial management that links spending to planned and agreed priorities within the faculty
- Lead on Modern Foreign Languages behaviour management strategies and systems that are in line with agreed Academies policy

Operational and Strategic Planning

- To actively monitor and follow up student progress
- To assist in the business planning function of the curriculum area, and to ensure that the planning activities reflect the needs of students, the school improvement plan and the aims and objectives of the Academies
- To link with other Departments to ensure that the work in the department fully reflects the Academies' distinctive ethos and vision for the future
- To ensure that Health and Safety policies and practices, including Risk Assessments are implemented
- To ensure effective liaison with other schools and education providers under the direction of the Vice Principal
- To manage the effective keeping of pupil progress records within the curriculum area

Curriculum Provision

- To work with the Vice Principal to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective Modern Foreign Languages curriculum programme which complements the Academies Improvement Plan and the School Self Evaluation Framework
- Ensure that each student plans a Key Stage 4 course of study within the Faculty that best meets his needs and abilities

Curriculum Development

- To keep up to date with national developments within the curriculum area of Modern Foreign Languages
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the Vice Principal to maintain appropriate accreditation

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- To ensure that the development of dual and triple Modern Foreign Languages is in line with national developments

Staffing

Recruitment/ Deployment of Staff

- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated curriculum area
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures under the direction of the Vice Principal
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the Academies induction and on-going staff development programme
- To be responsible for the day-to-day management of staff as directed by the Vice Principal and to act as a positive role model

Other Responsibilities

- To have teaching responsibilities
- To be allocated leadership and management time within the Academies day. This will be clearly indicated on the Academies timetable
- Any other role deemed appropriate and reasonable by the Principal

January 2019

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