

Dronfield Henry Fanshawe School

Success with Care



Job Description

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| Post title | Curriculum Leader for Modern Foreign Languages |
| Salary and range: | MPS and TLR 1c |
| Line manager/s: | The Headteacher, designated member of the strategic leadership team (SLT). House Progress Leader for Mentor Group. |
| Supervisory responsibility: | Faculty staff for their teaching of Modern Foreign Languages |

GENERAL DUTIES The education and welfare of a designated group of pupils in accordance with the requirements of 'Conditions of Employment of School Teachers', having due regard for the requirements of the National Curriculum, the school's aims, objectives, schemes of work, development plan and any policies of the Governing Body.

To share in the corporate responsibility for the well being and discipline of all pupils.

CORE PURPOSE To be accountable for leading, managing and developing the subject/curriculum area.

To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.

It is the responsibility of the Head of Faculty to ensure that all teaching is informed by the central tenet that all pupils, regardless of their gender, colour, creed, ability, background or disadvantage are entitled to a curriculum which is broad, balanced, relevant, differentiated and coherent and which displays continuity and progression.

To ensure that the delivery and assessment of subjects taught within the faculty conforms to the National Curriculum and that it is within the context of the whole school curriculum.

Member of the Senior Managers' Forum

PASTORAL RESPONSIBILITIES

To undertake form tutoring duties either as a main tutor or as a support tutor attached to a year group.

To promote the general progress, academic progress and well-being of individual students and of the tutor group as a whole.

To support and encourage students within the tutor group and offer guidance with regard to their development.

To register students, to deliver the tutorial programme, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.

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.

To support and contribute to the school's responsibility for safeguarding children.

SPECIFIC RESPONSIBILITIES

In order to achieve the core purpose the Head of Faculty will be expected:-

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.
- To ensure that cross curricular strands are an integral part of faculty practice.
- To manage the day-to-day control and operation of course provision with the faculty, including effective deployment of teaching & technical/support staff and physical resources.
- To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To establish common standards of practice and develop the effectiveness and variety of teaching and learning styles in all relevant curriculum areas within the faculty
- To set faculty targets, monitor progress and evaluate results.
- To ensure that tracking and monitoring of all students is in place and both formative and summative assessment is used.
- To lead the monitoring and evaluation of the faculty in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To hold regular faculty teaching & learning meetings which are chaired and recorded.
- To promote guidance and support, embracing Continuing Professional Development for faculty staff in line with the Performance Management Policy. To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To develop and enhance the teaching practice of faculty staff.
- To encourage all members of the faculty to keep up-to-date with developments in the faculty area of the curriculum.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, including Standards Fund, acting as a budget holder, requisitioning, organising and supervising the maintenance of equipment and stock, and keeping appropriate records.
- Keep up to date written guidelines on faculty procedures and policies eg the security of equipment, marking and moderation, homework, setting work in case of absence etc and to make staff aware of them and update them.
- To contribute to school liaison and marketing activities.

- Take responsibility for the day to day management of the designated faculty area with particular regard to
 - Security
 - Health and safety
 - Creating a stimulating learning environment

General:

Staff 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.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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 may be amended at any time after discussion with you, and may be reviewed at your performance management interview.

Signed.....

Signed.....
Headteacher

Date.....