



St Augustine's Catholic College

Wingfield Road • Trowbridge • Wiltshire • BA14 9EN

Telephone: 01225 350001 • Facsimile: 01225 350002

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Head of MFL

Reports to: Deputy Head – Teaching and Learning

Job Purpose: To ensure the highest standards of learning, achievement and development for all students working within MFL. This will be achieved through clear and effective leadership of subject staff.

The College's policy statements provide a framework for all members of staff to ensure the College's aims and objectives are achieved. Members of staff are expected to familiarise themselves with the policy documents which are available on the College website and work within their parameters.

Main Duties / Responsibilities

Organisation

- To lead learning within the department through:
- providing a vision for learning within the department in line with that of the faculty;
- ensuring high standards of teaching, addressing any issues where teaching falls below the required standards.
- ensuring high standards of learning, addressing any issues evident from internal and external reports, self-review, or OFSTED inspection where learning falls below the required standards. This includes out of hours learning (homework).
- ensuring that all courses have schemes of work that enable examination objectives and other whole school objectives to be met. Ensuring that those courses are appropriately resourced.
- ensuring that learning is personalised through good use of assessment data and good assessment practice including focussed work for all ability levels including those with Special Educational Needs and those who are identified as Gifted and Talented.
- supporting staff in dealing effectively with student behaviour in order to remove barriers to learning.
- ensuring that department staff complete school monitoring, recording and reporting requirements to a high standard.
- ensuring value for money and the effective deployment of the department's annual budget.

Specific Duties

- To lead, train, support and manage department staff through ensuring that all new staff receive a comprehensive induction;
- supporting the continuing professional development of department staff, keeping them up-to-date with relevant issues;
- facilitating the sharing of good practice through meetings and annual Performance Management of colleagues under direct line management.

- To lead the MFL department's review and improvement planning work by analysing the examination results of students working within the subject and agreeing and implementing action points.
- observing an agreed number of lessons, ensuring the effective use of self-review tools including those which facilitate student feedback on their learning experiences
- preparing improvement plans for the department as required.

General

- 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.
- Employees are expected to be courteous and Christian to their colleagues and provide a working environment to visitors and telephone callers.
- This Job Description is current at the date shown but in consultation with you may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.
- Your job description should be read in conjunction with the Staff Handbook, a copy of which is available on the College website.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.