

## The Marvell College

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Head of MFL</b>
<b>Salary:</b>	
<b>Hours of work:</b>	Full-Time
<b>Department:</b>	MFL
<b>Location:</b>	The Marvell College
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	The delivery of a high quality MFL programme for KS3 and 4

#### Job Purpose

- To raise standards of student attainment and achievement within the Subject area and to effectively monitor and support student progress.
- To be accountable for student progress and development within the Subject area.
- To develop and enhance the teaching practice of others to ensure that pupils receive high quality teaching and learning in all lessons.
- To effectively manage and deploy teaching, support staff, financial and physical resources within the Subject area.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying MFL, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.

All teachers appointed to The Marvell College are expected to contribute fully to the extra-curricular and pastoral life of the School. As a member of the MFL Leadership Team this will include:

- Contribute to whole school policy-making and strategic planning as required by the Headteacher.
- Prepare, monitor and update subject plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and team plans to support the schools improvement.

#### Main Duties and Responsibilities:

##### Leadership & Management

- Manage day to day requirements such as examination entry and team timetables, delegating as appropriate, to ensure the efficiency of the team.
- Empower members of the team to develop their leadership potential to ensure continuous improvement within the team.
- Plan for and lead department meetings to ensure that they are used effectively to review performance, progress, monitor actions, implement strategies and provide professional development opportunities.
- Ensure that members of the team meet regularly to moderate assessments in order to enhance their knowledge and understanding of assessment criteria.

- Ensure that all members of the team regularly record students' progress and track progress towards end of year targets.
- Ensure that formal assessments are undertaken in accordance with the school's policy and recorded appropriately.
- Ensure that members of the team provide progress information to year teams in advance of termly progress reviews.

### **Leadership and Management of Teaching and Learning**

- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond The Marvell College.
- Exemplify in own practice the outstanding skills of teaching and learning typified by lead professionals and ensure that good practice is shared throughout the team.
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning and where appropriate delegate tasks to other members of the team.
- Ensure that marking, feedback and assessment is completed regularly and in accordance with the schools policy to impact positively on student progress.
- Monitor students' work and the classroom practice of those in the team to ensure high standards are maintained.
- Keep up to date with developments in subject areas and education in general to ensure that best practice is adopted within the team.
- Ensure the team's delivery and development of the curriculum is effective in meeting the needs of all students.
- Ensure that where appropriate lessons contribute to students' spiritual, moral, social and cultural development.
- Ensure that policies, syllabuses and schemes of work are fit for purpose and meet the requirements of external examinations. Where appropriate, delegate responsibility for the review and revision of a subject to members of the team directly involved in teaching the subject.
- Contribute to the broader life of the school by planning, supporting and leading curricular and extra-curricular events, such as concerts, plays or activities.
- As the result of monitoring activities and consultation with members of the team, produce the department improvement plan for inclusion in the school's improvement plan.
- Implement the plan and provide or arrange support for colleagues to ensure that the objectives of the plan are met.
- Complete regular appraisals of staff and support their professional development in accordance with school policy.

### **Leadership and Management of teaching support staff and teachers who support SEN and EAL**

- Meet regularly with the SEN lead teacher and pastoral leaders to discuss the progress of targeted students
- Ensure the correct provision and intervention is being made for underachieving students who have been identified in the most recent round of progress reviews.
- Contribute to the monitoring of teaching support as required by the Headteacher.
- Complete regular appraisals of support staff within the department (where appropriate) and support their professional development in accordance with school policy.

### **Leadership and Management of Students' Attainment and Progress**

**Work with the Headteacher to ensure that teachers' use assessment for learning effectively so that:**

- Lessons are pitched appropriately and the planning indicates that the activities provided for students are differentiated appropriately so that all students make progress in lessons.
- All students are set end of year targets and incremental targets for each term to help them make good progress.
- Students are given the opportunity to assess their own progress against their targets.
- Teachers' feedback and marking refer to targets and indicate what students need to do to improve their work. Regular tracking should inform planning and feedback should be personalised.

**Extra-curricular activities**

- Actively promote interest in the subject outside the immediate physical and timetabled confines of the college through organising educational visits and field trips.
- Work closely with the Headteacher and other colleagues as appropriate, to coordinate the highest quality MFL teaching possible for the school.
- Maintain strong and mutually beneficial links with other schools.
- Ensure the health & safety and good behaviour of pupils at all times.

**Reporting and Documentation**

- Contribute and prepare accordingly for inspections, Governors meetings and Departmental reviews.
- Prepare, monitor and update core departmental plans in consultation with the MFL Department and Headteacher as required.
- Assign attainment grades, and write bespoke comments where appropriate.
- Oversee and prepare schemes of work for MFL with colleagues.
- Ensure departmental meetings are clearly minuted.

**Management of resources:**

- Monitor and control the team's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify future resourcing needs and aspirations for the team for consideration in the school budget planning process.
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

**Training & Development of self and others:**

- As a lead professional ensure you set personal targets for yourself and others and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the team, ensuring that they are appropriately met, and that all members of the team are active in their own personal and continuous professional development.

***The Marvell College is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.***

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and/or line managers. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.

**PERSON SPECIFICATION**  
**Head of MFL**

	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
<b>KNOWLEDGE/QUALIFICATIONS</b>			
Graduate with qualified teacher status	*		A/C
Knowledge of KS2 curriculum		*	A/I
An awareness of current issues in MFL education	*		A/I
Knowledge of national curriculum requirements at KS3	*		A/I
Knowledge of courses and requirements at KS4	*		A/I
Understanding of use of data to assess and inform teaching and learning	*		I
Experience of exam board maths marking		*	A/I
Degree (or equivalent)	*		A/I/C
Further qualifications e.g. Masters, PHD		*	A/I/C
<b>EXPERIENCE</b>			
Experience of leading, developing and enhancing the teaching practice of other staff	*		A/R
An excellent classroom practitioner that can model best practise	*		I/R
Relevant management experience of teams		*	A/I
Evidence of effective budget management		*	A/I
<b>SKILLS</b>			
Excellent classroom practitioner	*		A/I/R
Good organisational and personal management skills	*		A/I
Effective planning and teaching	*		A/I/R
Effective behaviour/classroom management	*		A/I/R
An ability to demand high standards	*		A/I/R
Ability to lead effectively	*		A/I/R
Ability to work independently and be a team player	*		A/I/R
Ability to develop and support other staff to develop a variety of teaching strategies	*		A/I/R
Ability to enthuse and direct students and staff towards raising expectations and levels of achievement	*		A/I/R
The ability to meet deadlines	*		A/I
Good ICT skills	*		A
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>			
Flexible and committed to work across our group of partnership schools	*		A/I
Takes the initiative	*		I/R
Is self-motivated	*		I/R
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*		A/I
A commitment to abide by and promote the School's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
A commitment to the ethos and values of the School	*		A/I
To display a responsible and co-operative attitude to working towards the achievement of the School's aims and objectives	*		A/I
An ability to respect sensitive and confidential work	*		I
Commitment to own personal development and learning	*		I
The post holder will require an enhanced DBS	*		C

Key: ESS = Essential; Des = Desirable; MOA = Method of Application; A = Application; I = Interview and assessment; R = Reference; C = Certificate