



**ST. ANTHONY'S SCHOOL  
FOR BOYS**

**Job Description**

**Job Title:** Head of Languages

**Reports to:** Head of Senior House, Academic

**Location:** St Anthony's School for Boys

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The Head of Faculty will oversee the delivery of **all subject areas** within the Faculty from Reception to Year 8, reporting directly to the Deputy Head, Academic.

**RESPONSIBILITIES**

- Model high standards of professional behaviour in all aspects of school life, including proactively communicating and collaborating with other Faculty Heads in order to realise the vision of the school as stated in The School Development Plan;
- Ensure that schemes of work curriculum plans from Reception to Year 8 are fit for purpose and highly engaging for all pupils across the ability range, including the incorporation of challenge and stretch for the most able and support for those with additional needs;
- Liaise with relevant subject coordinators to ensure that the curriculum being delivered from Reception to Year 8 is fit for purpose and robust, including the coordination of quality assurance exercises (Learning walks, lesson observations, work scrutiny)
- Ensure that all assessments are fit for purpose and successfully executed in line with the school's reporting and assessment policy;
- Be responsible for progress tracking for each subject area in the Faculty, in line with the whole school reporting and assessment policy;
- Ensure that staff who are responsible for delivering the curriculum throughout the school are confident in delivering high quality lessons at all times, including the coordination of resources;
- Work as part of a wider Middle Management Team, including fortnightly Head of Faculty meeting attendance, in order to deliver on the School Development Plan;
- Ensure that all activity in the Faculty is quality assured, including conducting three formal termly work scrutinies in your Faculty and at least two formal lesson observations per Year for all staff teaching in the Faculty. This includes providing developmental feedback to staff;
- Proofread all reports written in subject areas within the Faculty prior to SLT sign off;
- Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the Faculty and there are mechanisms in place to enable this;
- Provide at least one CPD activity per term, focussing on Teaching and Learning for the whole school;

- Be responsible for high quality record-keeping at all times (including assessment data) in order to ensure that the Faculty is inspection ready;
- Provide enrichment and cultural opportunities for students, pertaining to your Faculty, including out-of-school trips and participation in school enrichment sessions;
- Complete and update annual Faculty Handbook and Faculty Development Plan in line with the whole-school goals set out in the School Development Plan;
- Ensure that subject area spaces on the School Website and the VLE are regularly updated, including engaging and stimulating content;
- Take responsibility for regularly utilising the school's social media account to showcase your Faculty;
- Be proactive in their own self-development as well as that of those teaching subjects sitting within their Faculty; providing CPD suggestions and opportunities to enhance Teaching and Learning within the Faculty;
- Lead on Digital Literacy in your Faculty, ensuring that Digital Literacy is embedded into the curriculum and role modelling best practice for colleagues in this area;
- Play an active role in the 'Academic oversight committee', meeting once per half-term, including the implementation of agreed action points and communication with colleagues;
- Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the Faculty;
- Be the formal Appraiser of up to three members of teaching staff;
- Monitor the Faculty budget, including accounting for expenditure and the impact of this on learning;
- Fulfil the role of Form Tutor as required, overseeing the holistic (pastoral and academic) development of tutees, communicating with parents as appropriate.
- Liaise with appropriate external agencies and APG Forums to ensure the maintenance of high standards within the Faculty.
- Ensure that in the event of staff absence, appropriate work is supplied for the use of supply or substitute staff.
- Ensure a high quality learning environment within the Faculty by managing and improving the fabric of the classrooms within the faculty area. This includes displays of boys' work and ensuring that Faculty policies on sanctions and rewards are consistent with the School Behaviour Policy and associated systems.

*Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.*

## **SKILLS AND EXPERIENCE REQUIRED**

Essential:

- A vision for developing the languages provision at St. Anthony's School from Reception to Year 8;
- A proven track record in leading a French Department;
- Experience of leading a team and implementing initiatives which translate into improved student outcomes;
- Experience with teaching across varying Key Stages;
- A proven track record in the formal appraisal and development of staff;

Desirable:

- It would be advantageous for the candidate to have experience of teaching and overseeing the curriculum delivery of more than one Modern Foreign Language, including French.
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### **SAFEGUARDING**

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

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### **JOB DESCRIPTION AGREEMENT**

Job Holders signature:

Date:

Manager's signature:

Date: