**Director of Language and Culture Faculty  
Job Description**

**Responsible to:** Deputy Headteacher

**Salary Grade:** Leadership pay scale 7-11

**Full time/Part time:** Full time Preferable but not Essential

**Job Purpose**

To provide the strategic direction and development of the faculty in support of the school’s core aims of all lessons being good to outstanding and all students achieving their potential.

**Strategic direction and development of the Faculty – in co-operation with Subject Leaders**

1. To lead MFL and in doing so be responsible for the development of the Ebacc curriculum.
2. Represent the Faculty at Middle Leader meetings and on the Extended Leadership Team and contribute to whole school decision making in relation to curriculum and assessment planning;
3. Lead on whole school issues including developing literacy and numeracy across the curriculum;
4. Support and secure the commitment of others to the vision, ethos, direction and policies of the school and promote high levels of achievement in the Faculty;
5. Support the creation and implementation of the school improvement plan, especially as it relates to the Faculty and to take responsibility for appropriately delegated aspects of it;
6. Support all staff in the faculty in achieving the priorities and targets of the Faculty;
7. Take a high profile role around the school.

## Teaching and learning

1. Support the subject leaders in determining, organising and implementing the curriculum and its assessment; monitor and evaluate them in order to identify and act on areas for improvement;
2. Take responsibility for the development and monitoring of the curriculum provision, including schemes of work, throughout the Faculty, liaising appropriately with Subject Leaders;
3. Contribute to the monitoring of the quality of teaching and students’ achievements within the Faculty, including the analysis of performance data.

**Leading and managing staff**

1. Support the performance management process and use the process to develop the personal and professional effectiveness of staff;
2. Ensure that the Headteacher and Governors are well informed about policies, plans and priorities, success in meeting objectives and targets, and any future development needs, including reporting to Governors’ sub-committees.

**Effective deployment of staff and resources**

1. Support the Subject Leaders in the deployment of staff and support those staff in their duties;
2. Work with the Subject Leaders in establishing priorities for expenditure, and in monitoring the effectiveness of spending and usage of resources.

**General**

* To be responsible for promoting and safeguarding the welfare of children and young people in the school;
* To be responsible for the health and safety of the areas in which you work, as per the Health and Safety Policy;

All employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

All 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.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.