



Job Description
Head of MFL

Job Title:	Head of MFL	Department/Group:	Modern Foreign Languages
Line Manager:	Deputy Headteacher	Salary Range	MPR – UPR plus TLR
Start date:	September 2019	Contract Type	Permanent

Job Description

Main purpose of this role

Under the overall direction of the Headteacher carry out the professional duties of a Head of Modern Foreign Languages as set out in the School Teachers' Pay and Conditions Document.

- Direct and oversee a coherent and progressive MFL education programme for all pupils from Year 7 to 6th Form, ensuring the highest standards of teaching and learning are achieved.
- Communicate a passion for learning, with a flexible and imaginative approach to teaching and the management of people and processes
- Must have knowledge of A-level MFL

Teaching responsibilities

- Research, design and establish an broad, balanced, challenging and coherent MFL curriculum for all pupils
- Plan, resource and deliver high quality lessons to pupils from Year 7 to 6th Form
- Assess, record and report on the development and attainment of pupils
- Devise strategies to enhance assessment of, and for learning
- Manage the departmental budget
- Ensure everyone involved in MFL education is inspired through the provision of directed CPD opportunities and up to date on current thinking regarding the teaching of MFL, curriculum design and pedagogy
- Communicate with parents on all issues related to MFL education

Teaching and Learning

- Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to students' needs
- Understands and interprets complex pupil data to drive lesson planning and pupil attainment
- Good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and students
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice

Specific responsibilities of the post

- To provide leadership and direction and ensure that the development is managed and organised to meet the aims and objectives of the RGTS and the department.
- To have responsibility for securing high standards of teaching and learning in the department as well as playing a major role in the development of RGTS policy and practice.
- To ensure that practices improve the quality of education provided, meet the needs and aspirations of all students, and raise standards of achievement in RGTS.
- To support guide and motivate teachers and support staff within the department.
- To evaluate the effectiveness of teaching and learning, the subject curriculum and progress



towards targets for students and staff, to inform future priorities and targets.

- To ensure effective liaison with the RGTS Support Team.
- To ensure the production and maintenance of appropriate schemes of work and policies for the department, and to implement within them whole RGTS policies.
- To encourage the development of a suitable range of appropriate and varied teaching styles in the department.
- To ensure that student progress in the department is regularly reviewed, assessed and recorded and ensure that appropriate homework is being set and marked.
- To accept responsibilities for pastoral referrals within the department and to liaise on such matters with Heads of Year and other concerned colleagues.
- To be responsible for the allocation of resources for the department, maintaining inventories and ensuring the security of equipment.
- To be responsible for the area budget and ensuring that finances are administered in accordance with the RGTS's procedures.
- To review, monitor and evaluate the functioning of the department and develop appropriate.
- To keep up to date with national developments in the subject area and teaching practice and Methodology.
- To actively monitor and respond to the curriculum development and initiatives at national, regional and local levels.
- To be responsible for the production of reports and examination performance, including the use of value added data.
- To track and monitor levels of progress.
- To ensure that health and safety policies and practices, including risk assessments, are in line with RGTS, local and national requirements.
- To undertake performance management review(s) and to act as reviewer for an identified group of teaching staff.
- To participate, when required, in the RGTS's ITT programme.
- To participate in the interview process for teaching / support staff posts, when required and to ensure effective induction of new staff in line with RGTS procedures.
- To carry out any other duties which may be reasonably required by the Deputy Headteacher.

Training and development

- Constantly review the practice of the department on an 'ad hoc' and informal basis; step back for the day to day business
- Have ambition for the department and participate openly, honestly and critically in the 'Subject Review Process'
- Have ambition for one's own continuous professional development and for the professional development of colleagues
- Engage in regular communication with colleagues from other schools
- Strive to learn/master new MFL skills and processes; encourage colleagues to follow your lead
- Take a personal interest in the wider 'MFLs' and participate in cultural adventures with colleagues and pupils. Look to stretch boundaries of understanding and appreciation of that which surrounds us

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons



Qualification Criteria

- Strong academic and intellectual credentials
- Passion for MFL, as evidenced through their own personal work
- Experience of teaching pupils in at least 2 Key Stages
- Possessing of high expectations of themselves and their pupils
- Excellent communicator, both written and verbal
- Qualified to teach and work in the UK
- Evidence of QTS

Additional Requirements

The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.

Experience

- Recent experience of teaching a subject across the key stages.
- Proven ability to bring about improvements in the quality of teaching and learning across the curriculum area
- Experience of dealing effectively with the under-performance of teachers
- Experience of using IT effectively and innovatively to improve the quality of teaching and learning
- Evidence of further professional study, ie Master's Degree
- Experience of leading or assisting the leadership in an MFL department
- Evidence of excellent people management skills
- Experience in the preparation of pupils for external examination and/or assessment
- Experience in the design of an MFL curriculum and in associated units and programmes of study
- Proven ability in improve standards; as evidenced through professional appraisal or department review feedback
- Evidence of on-going, forward thinking / challenging CPD
- Strong personal portfolio of relevant and recent MFL work
- Evidence of an open mind to contemporary practice in MFL and Evidence of recent MFL work produced

Leadership

- Effective team worker
- High expectations for accountability and consistency
- Vision aligned with RGTS aspirations and expectations of self and others



- Motivation to continually improve standards that every student should make progress across the school
- Effective listening skills
- Commitment to the safeguarding and welfare of all student

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- To undertake, within reason, other various responsibilities as directed by the Deputy Headteacher
- Willingness to undertake training
- This post is subject to an enhanced Disclosure & Barring Service check

To apply, go to www.rgtrustschool.net. Please email your completed form for the attention of Fiona Benjamin to hr@rgtrustschool.net

If you have any questions, please contact Fiona Benjamin by email or phone 020 8312 5480.

Reviewed By:		Date:	
Approved By:	Deputy Headteacher	Date:	March 2019
Last Updated By:		Date	



Person Specification

Knowledge and Experience	Essential	Desirable
Recognised Degree in MFL and/or in an MFL related subject	✓	
Qualified teacher status, possibly with a teaching qualification	✓	
Record of high quality teaching and evidence of supporting students to make expected progress.	✓	
Successful teaching experience at secondary level (can be teaching practice).	✓	
Understanding of how the most able students learn.		
Understanding of the importance of having high expectations for all students, both of behaviour and academic achievement.	✓	
Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including special educational needs and English as an additional language.	✓	
Knowledge and experience of writing lesson plans, developing resources and assessing students work.	✓	
Understanding the importance of being a Tutor	✓	
Experience in Multi-ethnic urban schools.		✓
Experience of supporting applications		✓
Skills and Abilities	Essential	Desirable
The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff.	✓	
Good level of ICT skills.	✓	
The ability to create a motivating and safe learning environment for all students.	✓	
Good communication skills both writing and speaking.	✓	
Ability to lead and manage own work effectively and take responsibility for own professional development.	✓	
Ability to carry out the job description.	✓	
Excellent time management skills and the ability to prioritise and meet deadlines under pressure.	✓	
Ability to inspire students, raise their aspirations and to support high level learning	✓	
Ability to use resources (incl ICT) innovatively.		✓
Personal Qualities	Essential	Desirable
Passion for teaching own subject specialism.	✓	
Enthusiasm for and commitment to the achievement of the Sixth Form's overall vision for success at all levels.	✓	
Commitment to contributing to Sixth Form life as a whole and willingness to be involved with clubs and community projects.	✓	
A positive approach to hard work.	✓	
A positive role model for students.	✓	
Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.	✓	