



Matravers School Head of Department

MFL

Purpose:

- To raise standards of student attainment and achievement within the department through monitoring and supporting student progress.
- To support the development and enhancement of the teaching practice of others.
- To ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curriculum policies determined by the Board of Governors and Headteacher of the school.
- To be accountable for leading, managing and developing aspects of the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

Reporting to:

- SMT Line Manager as required.

Responsible for:

- All areas of the MFL curriculum.

Liaising with:

- Head/SMT, other Heads of Department, Progress leaders and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.

Working Time:

- 195 days per year. Full time.

Main (Core) Duties

Operational/Strategic Planning:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of identified course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and intervene in student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP and the aims and objectives of the school.
- To oversee the application of ICT within the Department.

- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

Curriculum:

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the curriculum area within the School.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To maintain accreditation with the relevant examination and validating bodies.
- To deliver an extra-curricular programme of events which includes opportunities for foreign trips and visits.

Recruitment/Deployment of Staff

- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the department's technicians/support staff.
- To undertake Appraisal(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department is set and liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.

Quality Assurance:

- To support the school in ensuring the effective operation of quality control systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the department.
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek and implement modification and improvement where required.
- To ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
- To participate in the School's Quality Assurance cycle.

Management of Information:

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- To provide the Board of Governors with relevant information relating to the Departmental performance and development.

Communications:

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the department's views and interests.

Marketing and Liaison:

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.
- To attend appropriate meetings as required.

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System:

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with student's progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to Work Related Learning, Citizenship and Enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To undertake any other reasonable duty requested by the Headteacher.