

INVICTUS

Education Trust

INVICTUS EDUCATION TRUST RECRUITMENT JOB DESCRIPTION

JOB TITLE: Head of Department – MFL

SCHOOL: Ellowes Hall Sports College

TYPE OF CONTRACT: Permanent

REPORTS TO: Senior Leadership

RELATIONSHIPS & REPOSIBILITIES:

The Head of Department – MFL is responsible for the leadership, management and deployment of teaching and non-teaching staff allocated to work in the department area. S/he is ultimately responsible to the Headteacher.

The Head of Department for MFL will ensure that additional posts within the department are used effectively to co-ordinate subject provision, actively support improvement in teaching and learning and raise standards and progress.

The Head of Department for MFL also interacts on a professional level with their Line Manager and other Assistant Headteachers/Heads of Department with the aim of shaping and driving school improvement. The Head of Department for MFL is expected to act as a reviewer for staff as part of the school's Appraisal process and will also be involved in coaching and/or mentoring staff within his/her department to build capacity and improve provision.

The Head of Department for MFL will ensure that there is effective communication within the department and through the line management system and meetings cycle will help to provide opportunities for staff within the department to communicate issues, thoughts and ideas.

MAIN PURPOSE OF THE JOB:

The Head of Department for MFL holds a key position within the life of the school. S/he will provide high quality leadership based on ambition, high expectations, drive and an uncompromising commitment towards securing improvement. S/he will lead by example. S/he is responsible for ensuring that students and staff within the department have the opportunity to fulfil their potential and will make valuable contributions to shaping and driving school improvement.

The Head of Department for MFL will establish and share an educational vision and ethos for the area that supports the school's overall vision and ethos and reflects the aspirations and objectives for the area. This will be based on rigorous self-evaluation and reflection and will be designed to secure continuous improvement.

The Head of Department for MFL is required to regularly review and evaluate provision within the area as part of the school's Self Evaluation Framework and will through the SEF and Department Improvement Plan provide evidence of priorities identified, actions taken and the impact of these on provision.

Through line management meetings, the Head of Department for MFL will provide inspirational leadership to other post-holders within the department to create a positive learning environment based on high expectations, challenge and support.

The post-holder will ensure the highest quality of learning and teaching within the department area through effective leadership and management and will have amongst their many skills the ability to deliver outstanding teaching.

S/he will demonstrate a clear understanding of learning and how it can be developed and promoted within his/her department area. S/he will work with staff to develop and embed effective learning skills. S/he will work with Subject Co-ordinators and staff to ensure that students have access to high quality marking and feedback and know

what they need to do to improve. S/he will work with Subject co-ordinators and teaching staff to ensure that there is effective teaching of reading, writing, communication and numeracy within the department. S/he will demonstrate commitment to providing exciting, challenging, innovative and inspirational learning opportunities across the department and will encourage collaboration with colleagues to share good practice, plan educational experiences and help drive improvement in teaching and learning across the school.

In addition to the duties outlined below, it is expected that s/he will seek to keep abreast of developments in education, both in his/her own department area and with pedagogy and practice generally, so that s/he can work directly with staff to build capacity within his/her department area and across the whole school.

MAIN DUTIES/ACTIVITIES

Strategic Leadership	<ul style="list-style-type: none"> • Contributing to the review and evaluation of the school’s performance during and at the end of the year; • Working with the school’s leaders to shape short and medium term improvement priorities; • Contributing to specific whole school improvement priorities with other members of the school’s leadership team; • Working collaboratively to drive school improvement, enhance provision and secure better outcomes; • Supporting the establishment of a positive and aspirational school ethos based on high expectations of all members of the school community;
Curriculum, Teaching and Learning	<ul style="list-style-type: none"> • Leading the development, planning, implementation and review of the curriculum within the department area in response to national changes and within the framework of national guidelines; • Ensuring appropriate syllabuses are established and reviewed and directing staff in the development of schemes of learning that reflect the full range of educational experiences offered to students and support good or better progress; • Working with staff to ensure that the quality of learning and teaching within the department is ‘good’ or better(see above); • Encouraging ‘outstanding’ teachers and providing opportunities for them to share good practice; • Building capacity within staff to support students to develop effective learning skills; • Ensuring that homework of appropriate challenge and sufficient amount is set according to school policy; • Drawing up and implementing department policies that reflect whole school policies; • Fostering a climate within the department of positive attitudes to learning, good behaviour and a sense of community;
Standards and Monitoring	<ul style="list-style-type: none"> • Taking responsibility for monitoring, evaluating and reviewing the quality of educational provision within the department and working with Subject Co-ordinators/Trust Directors to provide evidence of the impact of actions taken on student progress and standards; • Ensuring through target setting, department provision, assessment, intervention and monitoring that student progress is good or better; • Working with Subject Co-ordinators/ Trust Directors and department staff to identify individuals and groups within the department area who are underachieving and design and implement intervention strategies to address underachievement; • Liaising with the Line manager to review the impact of actions taken to improve progress and raise standards within subject areas and across the department;
Communication	<ul style="list-style-type: none"> • Meeting with the Leadership Team and Governors (on occasion) to monitor and evaluate school provision, shape priorities and support school improvement; • Meeting with department staff to discuss, monitor and evaluate provision and share good practice; • Acting as a means of communication between the Headteacher, Leadership Team and department staff; • Representing the department area at appropriate meetings in school and with other agencies; • Production of a department area electronic handbook to assist colleagues in carrying out their professional duties; • Contributing to the creation of a climate within school where good practice is shared; • Supporting cross phase liaison (e.g. primary-secondary, KS3/KS4 and secondary-Post-16);

	<ul style="list-style-type: none"> • Appropriate liaison with colleagues in all other matters concerning timetable, curriculum, pupil groupings, examinations and related matters; • Meetings and communications with parents to report student progress, discuss issues and encourage partnership working; • Liaison with external partners including primary schools to access information and share good practice;
Professional Development	<ul style="list-style-type: none"> • Building capacity in teaching and learning across the department, ensuring good practice is shared within the department and contributing to sharing this good practice across the school; • Contributing to the selection for appointment of teaching and non-teaching staff in the department; • Supervising and supporting the work of staff to promote high standards and involving all staff in the developmental work of the area; • Ensuring that Newly Qualified Teachers and trainee students are mentored in line with National Standards (if required) and new staff are supported in their induction to the school; • Participation in performance management in line with statutory requirements; • Assessing through discussion with area staff their specific training needs; • Providing input to the planning and development of the school's CPD programme;
Subject Profile	<ul style="list-style-type: none"> • Ensuring the department area presents a stimulating learning environment; • Arranging, supporting and promoting such activities as will enhance students' awareness of department subjects and thus enrich the life of the school;
Resources Safety and Environment	<ul style="list-style-type: none"> • Ensuring that the department's learning area provides a supportive, stimulating, ordered environment for learning (including assigned space in corridors); • Management and effective use of the department area budget; • Ensuring that stock and equipment are accurately recorded and economically and effectively used; • Supporting the Health and Safety of students and staff within the department area and communicating any issues to the Finance and Operations Manager;
Rewards, Sanctions and Attitudes to Learning	<ul style="list-style-type: none"> • Encouraging within all students a positive attitude to learning and desire to improve; • Ensuring that the school policy on rewards and sanctions is fully implemented within the department area and encouraging positive attitudes to learning; • Working with student support staff to address issues relating to students who display persistently challenging behaviour;

Other professional requirements:	<ul style="list-style-type: none"> • Develop and maintain contact with all specialist support services as appropriate • Promote the positive involvement of parents/carers in school life • Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties • Promote positive relationships and work with colleagues in other schools and external agencies and establish and maintain regular communication in the school • Be involved in school House and Charity activities • Attend professional meetings as required and carry out duties as required • Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the school • Attend Governors Committees as appropriate • Actively engage in the performance management process • Take part in the school's staff development programme • Attend and contribute to meetings and school events in accordance with the school calendar • Strengthen partnership and community working by taking part in school events such as Open Evenings, Parents' Evenings, Information sessions • To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
----------------------------------	--

Other Specific Duties	
	<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example • Be courteous to colleagues and be welcoming to visitors • Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request 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 following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

Support for the School

- To take a full part in promoting the good name of the school and contributing positively to the overall ethos/work/aims of the school and the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Where applicable apply with school dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Person Specification for a Head of Department - MFL

	Essential	Desirable
Knowledge & Experience		
A teaching qualification together with Qualified Teacher Status (QTS)	✓	
Ability to teach an additional subject to KS3 (Good A-level)		✓
A higher degree, such as Masters		✓
A commitment to continued professional development and recent further recognised Middle Leadership training (NPML or equivalent – Excellence in Education etc)		✓
A clear philosophy on how and why the subject should be taught	✓	
Knowledge and understanding of the National Curriculum requirements across Key Stage 3 and 4	✓	
Experience of teaching Sixth Form students		✓
Successful Experience of subject / Key Stage / middle leadership and impact	✓	
Awareness of the strategies available for improving the learning and achievement of students who are underperforming at any ability level or stage.	✓	
A good understanding of curriculum developments in the specific subject area	✓	
Familiarity with current national strategies	✓	
An understanding of the role of the Form Tutor in supporting the welfare and achievement of students	✓	
Skills & Abilities		
Ability to use and promote a range of teaching & learning strategies	✓	
Ability to plan and deliver schemes of work to match the needs of learners	✓	
An understanding of how assessment for learning can improve student performance	✓	
A confident and competent user of ICT	✓	
Knowledge and understanding of how ICT can be used in the teaching of the subject to enhance student learning	✓	
Ability to use student level data to raise standards	✓	
Ability to communicate both orally and in writing to students and their parents/guardians	✓	
Ability to demonstrate a commitment to equality of opportunity for all students	✓	
Ability to create a stimulating and safe learning environment for all students by: <ul style="list-style-type: none"> • Establishing high expectations • Implementing effective classroom management and organisation 	✓	
Personal Qualities		
Enthusiasm and a positive outlook	✓	
The ability to work independently and collaboratively as a member of a team	✓	
The ability to lead and motivate colleagues	✓	
Creativity in problem solving, together with a willingness to take on or try new approaches and ideas	✓	
A positive attitude towards professional development and their own learning	✓	
Reliability and integrity	✓	
Excellent personal organisation	✓	
A sense of humour		✓

In addition to assessing the candidates' ability to perform the duties and responsibilities associated with the post, the interview will also explore issues relating to safeguarding and promoting the welfare of students