



## **ROYAL ALEXANDRA AND ALBERT SCHOOL**

### **JOB DESCRIPTION**

**Post:** Head of MFL (and i/c French)

**Responsible to:** Senior Assistant Head

**Start Date:** September 2018

#### **The Role**

To provide inspirational leadership of the MFL Department and effective delivery of an outstanding French and Spanish curriculum to ensure all our pupils make excellent progress. The department has a Head of Spanish, who you will line manage.

To inspire teachers and pupils to have a passion for the subject and to ensure the MFL Department is a vibrant department within the school community.

#### **Salary/Grade**

UPS/MPR + TLR2 (£4,442 for 17-18)

#### **Key Responsibilities**

- Provide strong and supportive leadership of the MFL Department
- Lead the department to the highest standards of professionalism as a role model for colleagues and pupils
- Provide effective leadership to a team of teachers in the delivery of the full range of French and Spanish teaching from Key Stage 3 to university entrance
- Lead the design and implementation of an outstanding French curriculum and, working with the Head of Spanish, the Spanish curriculum
- To constantly review and develop the quality of teaching and learning within the department to ensure outstanding practice and the development of exceptional performance skills in pupils
- Be accountable for the progress of all pupils in both French and Spanish learning across the school
- Observe, mentor and provide guidance to teachers in the department
- Promote the subject and ensure it is thriving throughout the school, including at GCSE and A level
- To effectively line manage Language Assistants within the department
- Ensure the EAL students within the school are well supported
- Manage the provision and utilisation of bilingual students within lessons
- Support the Junior Department in delivery of KS2 MFL

### **Leadership of subject**

- Develop and implement a creative curriculum across both French and Spanish and ensure the delivery of high quality teaching, in all curricular and co-curricular activities
- Develop a curriculum that meets the needs of all learners
- Develop innovative schemes of work which are inspiring for learners and teachers alike
- To assess the performance of pupils and record their development, progress and attainment and ensure this is done consistently across the department using internal moderation where necessary
- Analyse progress and attainment data and use this to inform possible changes to curriculum design, and pupil interventions
- Work in collaboration with colleagues to ensure pupils receive high quality interventions
- Through regular observation and feedback, mentor subject teachers to ensure excellent teaching and learning in all lessons
- To keep up to date with all initiatives and developments in teaching and in the subject
- Ensure that classroom teachers are utilising best practice for the teaching of both French and Spanish
- Lead departmental inset to share good practice and develop teaching and learning within the curriculum area
- Conduct evaluations of the quality of teaching and learning of individual classes and as a department, agreeing implementing and holding teachers to account to changes to teaching and learning
- Create and sustain a positive department culture, where staff feel collectively supported and developed
- Take the role of Performance Manager for members of the department

### **Teaching and Learning**

- Plan and teach engaging and challenging lessons
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available
- Use regular, measurable and significant assessments of teaching
- Complete all reporting on time
- Closely monitor progress and attainment of pupils and use it to inform teaching
- To set high expectations for pupil behaviour and establish a safe environment that supports learning and where pupils feel secure and confident
- Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required

### **Other**

- Undertake professional development as agreed with school leaders

- Perform additional duties and tasks required for the effective operation of the school as directed by the Headmaster
- Undertake other various responsibilities as directed by the Headmaster

**Person Specification: Head of MFL (i/c French)**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Recognised Teaching Qualification</li> <li>• Ability to teach Spanish to at least KS3 level and French to KS5</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualifications/ training</li> <li>• Ability to teach Spanish to KS4 level</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of successful teaching of at least French to GCSE and A level</li> <li>• Experience of raising attainment</li> <li>• Experience of supporting other staff to enhance teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Post of responsibility within an MFL department</li> <li>• Experience of leading and developing a team</li> <li>• Experience in more than one school</li> </ul>
Leadership and management	<ul style="list-style-type: none"> <li>• Commitment to the subject and to leading the co-curricular programme of the school within the subject</li> <li>• Effective team worker and leader</li> <li>• High expectations for accountability and consistency</li> <li>• Ability to create and lead departmental development</li> <li>• Ability to manage change</li> <li>• Ability to enable others to achieve success</li> </ul>	
Teaching and Learning	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner with understanding of high quality teaching and learning</li> <li>• Knowledge of the curriculum reforms and recent subject developments</li> <li>• Good communication, planning and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of data tracking</li> </ul>

	<ul style="list-style-type: none"> <li>• Commitment to regular and on-going professional development</li> </ul>	
Personal	<ul style="list-style-type: none"> <li>• Hardworking</li> <li>• Enthusiastic</li> <li>• Resilient</li> <li>• Ability to inspire and lead others</li> <li>• A strong team player</li> <li>• Good sense of humour</li> </ul>	

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.

Single or larger rent-free accommodation may be available for the appointee in return for boarding duties.

Please complete the application form with a covering letter or supporting statement and return to [hr@gatton-park.org.uk](mailto:hr@gatton-park.org.uk)

**Closing Date:        Tuesday 30<sup>th</sup> January at midday**

**Interview Date:     Monday 5<sup>th</sup> February**