



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

HEAD OF MODERN FOREIGN LANGUAGES (MFL)

Band A (£29,664) – Band C (£48,244)

plus Management Allowance 5 (£9,664)

We require an experienced, energetic and well qualified teacher to lead and develop the MFL Faculty.

The successful candidate will be expected to teach Spanish across the age and ability range up to and including A Level. Teaching of an additional language up to GCSE would be an advantage.

Drayton Manor is a heavily oversubscribed and successful school. Student achievement is high with a value added score at A Level placing us in the top 12% of schools nationally and 50% of GCSE students achieving the English Baccalaureate. We are very proud of our ethos.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk

For further information and an application pack, please visit the Job Vacancy section of the school's website - <http://www.draytonmanorhighschool.co.uk/>

For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

No agencies, faxes or CVs.





DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

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| JOB TITLE | Head of Modern Foreign Languages (MFL) |
| FACULTY | Modern Foreign Languages |
| GRADE | Band A – Band C plus Management Allowance (MA) 5 |
| RESPONSIBLE TO | Deputy Head |
| JOB PURPOSE | To take overall responsibility for the leadership, management and co-ordination of all the work within the Faculty |

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- To liaise with senior staff, other Heads of Faculty/Departments and Heads of Year to ensure that school policies are implemented.
- To lead and involve all Faculty staff in the development planning for their area.
- To represent their area through the school's consultative structure and to consult with the Head on matters concerning their Faculty.
- To manage all aspects of the curriculum within the Faculty to maximise student progress.
- To have overall responsibility for the Assessment, Recording and Reporting within the Faculty.
- To manage effectively and efficiently all resources within the Faculty.
- To manage the development of staff in accordance with whole school, Faculty and individual needs.
- To represent their area as necessary, within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools etc.
- If there is no responsibility post holder in his/her own subject, to take on the role and responsibility of that post.
- To promote a purposeful, disciplined and thriving learning environment within the Faculty which aims to raise student expectations and self-esteem.
- To lead faculty self-review and evaluation



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PERSON SPECIFICATION

POST TITLE Head of Modern Foreign Languages (MFL)

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| | Essential | Desirable |
|----------------------------|---|---|
| Qualifications | <ul style="list-style-type: none"> • Qualified Teacher status (QTS) • Degree • PGCE or equivalent | <ul style="list-style-type: none"> • MA or equivalent Recent INSET in MFL |
| Experience | <ul style="list-style-type: none"> • Successful teaching experience for at least three years in Spanish to all ages and ability groups up to and including A Level • Evidence of leadership experience in a Faculty • Ability to develop a curriculum which is sensitive to the needs of all students | <ul style="list-style-type: none"> • Experience of developing the English curriculum • A post of responsibility within MFL • To teach French or German to GCSE and A Level |
| Ability/Skills | <ul style="list-style-type: none"> • Ability to lead a team • Imaginative and able teacher with ability to relate well to students • A good communicator • Ability to liaise successfully with parents • To manage and be responsible for the efficient and effective use of faculty resources • Ability to manage a budget • Ability to professionally mentor and develop faculty staff | <ul style="list-style-type: none"> • ICT skills |
| Equal Opportunities | <ul style="list-style-type: none"> • Awareness of and commitment to equal opportunities • Ability to promote and support the school's Equal Opportunities Policy | |
| Safeguarding | <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people | |
| Disposition | <ul style="list-style-type: none"> • Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour • To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal • To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the faculty • Evidence of commitment to and understanding of collective responsibility | <ul style="list-style-type: none"> • A willingness to initiate curriculum innovation |