



Our Lady & St. John Catholic College

Job Description



JOB TITLE: Head of Modern Foreign Languages Faculty

RESPONSIBLE TO: SLT Line Manager

OVERALL RESPONSIBILITY

- Carry out the general and specific professional duties as set out in the current "School Teachers' Pay and Conditions Documents".
- Promote the ethos and vision of Our Lady & St John as a Catholic School.
- Support the SLT in ensuring that Child protection and Safeguarding procedures are fully implemented.
- Support the SLT in determining and enacting School Improvement Priorities
- Assist the SLT in day-to day and the strategic management of the school.
- Contribute to the safeguarding and promotion of the welfare and personal care of all pupils.
- Help create a commitment to a clear vision for an effective school.

GENERAL DUTIES

- Support the evaluation of the effectiveness of school policies and ensure that they are up to date
- Promote high expectations and high levels of achievement for all pupils.
- Monitor and evaluate progress towards agreed aims and objectives.
- Contribute to the annual self-evaluation process (SEF).
- Lead the Modern Foreign Language department.
- Support the SLT in creating and promoting positive strategies for developing good relationships in school.
- Support the SLT in implementing and managing change and improvements.
- Use Leadership and Management time effectively for these purposes.
- Take shared responsibility for the smooth running of the school day and the health and safety of every member of our community.
- Set and maintain high standards of discipline and ensure good order and movement throughout the school, particularly in designated areas throughout break and lunch-time.
- Offer individual guidance to pupils ensuring that parents are kept fully informed
- Promote positive working relationships between staff and pupils.
- Take joint responsibility for the smooth running of school events/activities.
- Attend Leadership Meetings and any other meetings as and when appropriate.

SPECIFIC RESPONSIBILITIES

- Oversee the line management of MFL to ensure that attainment and KS4 uptake match or exceed other Ebacc subjects
- Contribute to raising standards of student attainment, progress and achievement across KS4 as part of the Raising Standards Leadership Team
- Support all staff in ensuring whole school targets are met in relation to pupils making levels of progress or above national averages

- Support and help lead Teaching and Learning across the school.
- To provide curriculum leadership of the learning area across all key stages and ensure those are embedded in high quality schemes of learning, supported by rigorous assessment procedures and the effective use of assessment data.
- To monitor and develop the quality of teaching and learning within the faculty, including the development of strategies for sharing of good practice and support staff in developing their teaching skills.
- To develop a dynamic team of teachers to deliver outstanding learning in MFL for all students.
- To promote high expectations across the MFL faculty.
- Facilitate appropriate support in order to ensure that a greater percentage of teaching is good and outstanding.
- To lead and support staff and students through a high profile role, promoting the school's vision, mission, ethos and strategic aims.
- To lead positively and challenge poor performance.
- Identify teaching and learning priorities for MFL in the light of national change and initiatives to meet the needs for school improvement.
- Facilitate departmental INSET to develop effective teaching and learning strategies.
- Ensure a personalised learning approach meets the needs of identified groups.
- Promote collaborative working within and between departments and externally in order to disseminate and share good practice.
- Lead and promote the development of collaborative and independent work within classrooms.
- Establish a process of work sampling in order to monitor the impact of specific teaching strategies.
- Take responsibility for appropriately delegated aspects of our strategic plans.
- To develop, within the faculty, a positive approach to behaviour management, ensuring that staff consistently apply the behaviour policies, including the use of rewards and sanctions.

TEACHING AND LEARNING

- To plan a curriculum which ensures pupil challenge and engagement and leads to progress in learning.
- To ensure that Faculty lesson planning and delivery include the following:
 - Good progress in their learning for most/all students, relative to their ability and starting points.
 - Assessment for Learning which enables students to understand the expected outcomes of each lesson, know that progress has been made and be able to review their learning. Effective and directed questioning must encourage pupils to explain their understanding.
 - Differentiation/challenge which enables work to be matched to student abilities and which allows pupils to demonstrate independent learning and thinking skills and have high expectations of what they can achieve.
 - Teaching which fully engages students and allows for pace, variety, challenge and enjoyment, and sustains interest and achieves planned outcomes.
 - Behaviour for Learning which leads to good relationships, clear routines, the use of praise and rewards and good/excellent student attitudes.
 - Resources, including time, are used effectively and without waste. This includes the use of Teaching Assistants, if relevant, who should be used to promote quality learning and progress.
- To monitor standards of teaching and learning in the faculty through planner monitoring, work scrutiny/book sampling, lesson observations, drop-ins' and student interview

- To both support and hold to account members of the faculty in regards to their standards of teaching and learning so that all teaching in the faculty is good or better.
- To monitor standards of behaviour in the faculty and the faculty implementation of the school behaviour policy through analysis of behaviour data/detention logs/call out logs, lesson observations, drop-ins and student interviews.
- To both support and hold to account members of the faculty in regards to their behaviour management to ensure all behaviour in the faculty is good or better.
- To work collaboratively with other Faculties to improve strategies for student progress.

CONTINUING PROFESSIONAL DEVELOPMENT – PERSONAL

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Development Plan, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management / teaching and learning review process - evaluating and improving own practice.

HEALTH AND SAFETY

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety & welfare.

It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the School and the pastoral care of the pupils

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.