



Job Profile – Head of Department: MFL

This profile recognises the demands of the current Pay and Conditions regulations and reflects the policies within the Governors' Pay Policy.

Broadwater is committed to safeguarding and promoting the welfare of its students and expects all staff to share this commitment. The School is an equal opportunities employer.

JOB TITLE: HEAD OF MODERN FOREIGN LANGUAGES

JOB PURPOSE: To ensure that the negotiated aims and objectives of the school (which are reflected in those of the department) are achieved, by enabling the staff to deliver the curriculum effectively.

ACCOUNTABLE TO: Line Manager

ACCOUNTABLE FOR: The staff within the department

LEADERSHIP

- Being a key leader in implementing and supporting the school's vision and ethos.
- Leading P4C in the department and ensuring the implementation of the 4Cs in all areas of school life.
- Providing guidance and advice to staff and, where appropriate, assisting in the process of induction and initial teacher training.
- Chairing regular department and middle leadership meetings.
- Overseeing the work of teachers within the department and ensuring that appropriate school and curriculum policies are maintained and developed.
- Assisting in the professional and career development of teachers.
- Attending relevant meetings.
- Presenting the views of members of departments at, and reporting back from, all areas of consultation.
- Encouraging teachers to develop cross-curricular links where appropriate.
- Assisting the Headteacher and Governors in the appointment of staff to the department.

CURRICULUM

- Formulating, implementing and modifying, as appropriate, a curriculum for the relevant subject which is consistent with the requirements of the National Curriculum and the wider curriculum of the school in consultation with appropriate staff.

- Planning schemes of work designed to achieve the agreed curricular aims and objectives.
- Ensuring that the work is planned, to ensure progression and continuity in learning and that the work meets the needs of the pupils.
- Liaising with other departments to ensure reinforcement of learning in other departments and to avoid unnecessary duplication.
- Ensuring that the teaching approaches used in the department deliver the agreed curriculum.

PUPILS

- Liaising with the Deputy Headteacher on the allocation of pupils to teaching groups and the distribution of these groups among staff.
- Agreeing any set changes with key staff and parents.
- Accepting overall responsibility for the conduct and behaviour of pupils within the department and assisting staff as necessary when problems arise.
- Following the school behaviour policy and communicating with all stakeholders.
- Advising pupils on their progress and encouraging them to develop their potential to the full and to ensure that they are meeting learning demands.

PLANNING AND EVALUATION

- Complete an annual Departmental Improvement Plan (DIP) which is consistent with national, local and school objectives as outlined in the School Improvement Plan (SIP).
- Ensure departmental budget allocation is consistent with the DIP.
- To prepare and review departmental progress with the SLT.
- To undertake and document the department Self Evaluation Cycle.
- To regularly review the teaching and learning within the department to ensure its effectiveness.
- To regularly observe lessons within the department.
- To regularly audit outcomes by means of work scrutinies alongside the department, middle leadership team and SLT.
- Ensure all work is in line with school policy.
- Complete all work in a timely fashion.

ASSESSMENT AND EVALUATION

- Ensuring that the department's schemes of work are appropriate and consistent with the school's policy.
- Ensuring that the agreed schemes of work are implemented and that work is marked according to policy and that the information gathered is used to inform future planning.
- Overseeing the monitoring of pupils' progress, internal assessments, and public examinations policy.
- Developing and maintaining pupils' reports.
- The evaluation of public examination results.

PARTNERS

- Developing links with the partner Primary Schools where appropriate to ensure a smooth transition and accelerated progress from KS2 to KS3.
- Developing progression links with Godalming College.
- Developing links with Waverley Federation and Charterhouse.
- Meeting with parents to discuss the progress of their child.
- Liaising with the LA Advisers for the development of the school's curriculum.
- Liaising with local industry to provide relevant learning experiences for pupils.

RESOURCES

- Advising the senior leadership on the resource needs of the department using the approved procedures.
- Managing the department's allowance effectively to ensure that resources are used to meet the curricular aims.
- Being responsible for the oversight of usage, storage and security of the department resources.
- Ensuring that studies are organised appropriately to facilitate the delivery of the agreed curriculum and to create an ordered learning environment, which allows curriculum goals to be achieved.

Health and Safety: Compliance with all health and safety procedures. Taking reasonable care for personal health and safety and the safety of others.

General Conditions: This job profile includes the principal responsibilities of the post. However, the post will evolve. The postholder will be required to adopt a flexible approach in order to meet the changing needs of Broadwater School.