



Ashton Community Science College



Job Description

Post:	Head of Modern Foreign Languages
Reporting to:	Line Manager as designated by the Headteacher
Responsible for:	All Teaching Staff (including TLR holders) and other relevant personnel within the department
Working Hours:	195 days per year - Full time
Salary/Grade:	Teachers pay spine + TLR 2b as laid out in the school pay policy

Overview of Role

- To undertake the duties of a teacher as outlined in the teacher's job description and the STPCB. In addition:
- To raise standards of student attainment and achievement within the department's curriculum area and to monitor and support student progress.
 - To be accountable for student progress and development within the department area across the whole school
 - To develop and enhance the teaching practice of others.
 - To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school
 - To be accountable for leading, managing and developing the subject/curriculum area across the whole school.
 - To be accountable to Governors/ Headteacher in relation to the performance of the Department in external examinations and its performance in comparison with similar schools
 - To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
 - To engage with the DFE Language Hub project and implement strategies to further develop languages provision.

Main Core Duties - Teaching/Curriculum Development

Operational/Strategic/Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement School Policies and Procedures
- To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To lead and manage the business planning function of the Department, and to ensure that the planning activities of the Department reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the School.
- To ensure that the work in the curriculum area fully reflects the School's distinctive ethos and vision.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Officer.

Curriculum provision

- To liaise with the Deputy Headteacher Curriculum to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of subjects within the Department

Curriculum development

- To lead curriculum development for the whole Department.
- To keep up to date with national developments in the subject areas and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Deputy Headteacher Curriculum to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development of the Department subjects are in line with national developments.

Staffing

- To work with members of the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's technicians/support staff where appropriate.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated Department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Supervisor/relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the designated Department and act as a positive role model.

Quality assurance

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the Department and to work towards their achievement.
- To establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all subject areas within the Department.
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the Department.
- To monitor and evaluate the curriculum area/subjects in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and school improvement.

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the Department on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the Department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant Senior Leader, to manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Department performance and development.
- To provide the Governing Body with relevant information relating to educational visits, including qualitative and quantitative data

Communication and marketing

- To ensure that all members of the Department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools/colleges, higher education, Industry, Examination Boards, Awarding Bodies, primary schools, and other relevant external bodies.
- To represent the Department's views and interests.
- To attend appropriate meetings as set out in the school meeting structure
- To contribute to the Publicity and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Management of resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the subject budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records within the re-modelling parameters
- To work with the Deputy Headteacher curriculum in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job which are commensurate with the TLR and job title.

Date: 12th March 2020