

**JOB DESCRIPTION**

**Post: Head of MFL**

**Salary Scale: L6-10**

**Post tenable: September 2017/January 2018**

Context: We require a visionary Head of MFL with outstanding professional skills to work in collaboration with the Leadership Team and the Head of School to help our students achieve outstanding outcomes. Successful candidates will have specialist knowledge in the faculty area, which teaches French and Spanish, and experience of successful teaching throughout Key Stage 3 and Key Stage 4. They will have a proven track record as an excellent leader fully meeting the national professional standards for teachers and leaders.

Main Responsibilities

* lead and develop strategies and to be accountable for ensuring that student achievement in the faculty meets or exceeds the schools targets and that the achievement of individual students is outstanding
* motivate, support and challenge staff in the department, to optimise teaching and learning, seeking outstanding standards throughout and ensuring that no-one is less than good; and to support the induction of new staff
* lead the research, development and continuous review of the curriculum, schemes of work and learning strategies, providing a firm framework for excellent teaching and learning and engaging the department in learning from best practice and effective innovation
* lead and develop a culture of total commitment to student progress, and lead activities in the faculty that motivate student interest and engagement in the curriculum through curricular and enrichment activities
* lead and ensure high levels of behaviour by students in the faculty and actively contribute to ensuring good behaviour throughout the school contributing to and supporting the school ethos
* lead the faculty in making effective and timely use of data recording ,monitoring and analysis and target setting to continuously drive up standards
* lead, throughout the faculty, the analysis and use of lesson observation, work scrutiny and analysis of assessment data, ensuring that this is appropriately reflected in teachers’ planning. This includes taking account of the progress by particular groups of students, or in different subjects, and of individual plans for individual students, including those with special educational needs
* plan and ensure the effective planning and completing of school development plans and SEF as required as a creative contribution to strategic development and improvement of the school
* Lead self evaluation within the faculty, including lesson observations, work scrutinies, data analysis and moderation and promote support for use of these to improve outcomes; and to contribute to similar work across the school as required
* liaise closely with the pastoral and academic tutorial arrangements of the school and ensure joint working by the faculty staff to drive up the achievement of students
* ensure the faculty supports and contributes to the development and consistent implementation of school policies
* Lead actively, and as required, the planning and implementation of Search Days, school events, school meetings and other activities, including trips abroad, supporting the enrichment of the school, its pupils, parents and staff and its good management and conduct.
* Plan and control the faculty’s budget and develop, manage and safeguard faculty resources to improve learning.
* Lead in one whole school area as appropriate.
* Ensure in accordance with the school’s overall health and safety policy that there are effective Health and Safety plans, record keeping and practice embedded in the daily operation of the faculty and ensure staff are trained and competent in order to safeguard students, staff and others at the school.

**B. General responsibilities**

* To undertake the duties and requirements of leadership posts as set out in the school teachers pay and conditions document.



Person Specification

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|  | Application | Interview |
| These are the criteria on which the appointment decision will be made. The letter of application should address these criteria clearly. |  |  |
| **Essential Criteria** |  |  |
| * Substantial successful experience as a secondary school teacher.
 | x | x |
| * Commitment to the ethos of the School and SEARCH
 | x | x |
| * Commitment to and understanding of the School’s Equal Opportunities Policy, and how this might be applied in practice.
 | x | x |
| * A proven track record in ensuring outstanding outcomes for students
 | x | x |
| * A highly professional and talented leader
 | x | x |
| * Experience of working effectively with a wide range of people and the ability to build rapport and establish positive relationships.
 | x | x |
| * Ability to organise and schedule events, activities and resources.
 | x | x |
| * Highly committed to developing levels of literacy in the school
 | x | x |
| * Flexible and demonstrating a willingness to support the school beyond the school day, week and term.
 | x | x |
| * The ability to be able to lead strategically in key areas
 | x | x |