

HAYDON SCHOOL  
**JOB DESCRIPTION – HEAD OF MODERN FOREIGN LANGUAGES**

<b>Post Title</b>	<b>HEAD OF MODERN FOREIGN LANGUAGES - TLR 1B</b>
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>Purpose</b>	<p>To create a climate of learning in which expectations are clear</p> <ul style="list-style-type: none"> <li>• To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress</li> <li>• To be accountable for student progress and development within the subject area</li> <li>• To develop and enhance the teaching practice of others</li> <li>• 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</li> <li>• To be accountable for leading, managing and developing the subject/curriculum area.</li> <li>• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li> </ul>
<b>Reporting to:</b>	Member of Leadership Team
<b>Responsible for:</b>	Subject Managers, teaching staff and other relevant personnel within the faculty.
<b>Liaising with:</b>	Head/Deputies, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, staff, parents, LEA.
<b>Working time:</b>	195 days per year. Full time
<b>Salary/Grade:</b>	TLR – 1B
<b>Disclosure level</b>	Enhanced

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<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To actively engage in research with regard to teaching and learning</li> <li>• Chairing regular team meetings</li> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>• The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</li> <li>• To actively monitor and follow up student progress.</li> <li>• To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety COSHH etc.</li> <li>• 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.</li> </ul>
	<ul style="list-style-type: none"> <li>• To lead and manage the business planning function of the Faculty, and to ensure that the planning activities of the Faculty reflect the needs of students within the subject area, SIP and the aims and objectives of the school</li> <li>• In conjunction with the Head of ICT to foster and oversee the application of ICT, including the development of materials for Open Learning.</li> <li>• To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To provide educational enhancement (booster classes, trips, visits, web based learning etc)</li> <li>• To liaise with the Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.</li> <li>• To oversee the faculty examinations policy and compliance with external examination and internal assessment procedures with particular reference to any statutory requirements.</li> </ul>
<b>Curriculum development:</b>	<ul style="list-style-type: none"> <li>• To lead curriculum development for the whole faculty</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Leadership Team to maintain accreditation with the relevant examination and validating bodies.</li> <li>• To ensure that the development of subject materials is in line with national developments.</li> </ul>

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	<ul style="list-style-type: none"> <li>• To co - line manage the Community Languages provision at the school.</li> <li>• To line manage the teacher of Mandarin and to oversee the development of Mandarin at the school.</li> <li>• To line manage the Head of Masterclasses</li> <li>• To take on other specific responsibilities relating to the Language College, as agreed in consultation with Deputy Head with responsibility for the Language College</li> </ul>
<b><u>Staffing</u></b>  <b>Staff development</b>  <b>Recruitment/Deployment of staff</b>  <b>Support staff</b>	<ul style="list-style-type: none"> <li>• To work with the designated senior manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To be responsible for the efficient and effective deployment of the Faculty's technicians/support staff</li> <li>• To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated Faculty.</li> <li>• 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 within the department.</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the schools ITT programme</li> <li>• To liaise with support staff responsible for examination cover, data etc. to ensure deadlines are met and effective use is made of student data.</li> <li>• To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.</li> <li>• To advise Senior Management where appropriate with regards to capability.</li> <li>• To delegate roles and responsibility to staff within the subject area and monitor progress.</li> <li>• To support and guide staff within the Faculty appropriately</li> <li>• To advise on performance</li> <li>• To line manage a significant number of staff</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To ensure effective operation of quality control systems.</li> <li>• To establish the process of the setting of targets within the department and to work towards their achievement</li> <li>• 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.</li> <li>• To contribute to the School procedures for lesson observation</li> <li>• To implement School quality procedures and to ensure adherence to those within the department.</li> <li>• To monitor and evaluate the curriculum area/department in line with agreed School procedures including</li> </ul>

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	<p>evaluation against quality standards and performance criteria.</p> <ul style="list-style-type: none"> <li>• To seek/implement modification and improvement where required.</li> <li>• To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.</li> <li>• To have oversight of student data and reports.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided</li> <li>• 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.</li> <li>• To produce reports within the quality assurance cycle for the department.</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• In conjunction with the relevant senior manager, to manage the Departments collection of data.</li> <li>• To provide the Governing Body with the relevant information relating to the Departmental performance and development.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with its aims and objectives</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education, industry, Examination boards, Awarding bodies and other relevant external bodies.</li> <li>• To represent the Faculty's views and interests.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• 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 Evenings and other events.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the departmental budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To work with a senior manager in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Pastoral system:</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and</li> </ul>

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	<p>development of students within the department.</p> <ul style="list-style-type: none"> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To act as a form tutor and to carry out the duties associated with that role.</li> <li>• To contribute to PSHEE and citizenship.</li> <li>• To ensure the behaviour management system is implemented in the department so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	To undertake an appropriate programme of teaching
<b>Additional Duties:</b>	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
<b>Other Specific Duties:</b>	
<p><b>You are to carry out the duties of a <u>school teacher</u> as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.</b></p> <p>To continue personal development as agreed</p> <p>To engage actively in the performance review process.</p> <p>To undertake any other duty as specified by STPCB not mentioned in the above</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>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.</p>	
<p>Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.</p>	
<p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

**DATE: MARCH 2019**