

## **Head of Modern Foreign Languages (TLR 1a)**

### **1. Leadership of staff**

- Setting and sharing the vision for the Languages department in the context of the school's Christian educational vision
- Demonstrate and model for others the standards required in terms of:
  - knowledge and understanding
  - teaching and assessment
  - pupil progress
  - wider professional effectiveness
  - professional characteristics
- Inspire and motivate staff within the department and across the school; provide staff with formal and informal advice, guidance and support in accordance with school policy and practice
- Create an effective departmental team with a strong sense of purpose in which lines of responsibility are clear and responsibilities appropriately allocated, devolved and shared
- Allocate staff to teaching groups; ensure teachers have proper resources and schemes of work; support staff with classroom management, advice on teaching strategies and use of support staff
- Induct new staff and particularly NQTs; keep departmental handbook up to date
- Assist departmental staff in their professional development; give them opportunities to develop skills, knowledge and understanding; recognise their contribution; lead and organise their CPD
- Co-ordinate and chair departmental meetings; oversee the use of directed, PPA and gained time; keep staff informed of curriculum developments and of thinking on whole school issues
- Monitor and evaluate the work of the department: conduct appraisal observations and interviews; review policy and practice; take account of views of staff, pupils and parents, where appropriate
- Oversee, under the direction of the Headteacher and the Senior Leadership Team, the professional duties of teachers in the department – cf. Schoolteachers' Pay and Conditions Document.
- Monitor and evaluate the work of the department: conduct appraisal observations and interviews; review policy and practice; take account of views of staff, pupils and parents, where appropriate
- Oversee, under the direction of the Headteacher and the Senior Leadership Team, the professional duties of teachers in the department – cf. Schoolteachers' Pay and Conditions Document.

### **2. Leadership of pupils and students**

- Develop pupils' and students' interests in the subjects they take; give them a vision of the place and importance of these subjects in the curriculum; build up their enthusiasm for further study; give them scope for imagination and creativity; encourage interest at GCSE and uptake at A Level
- Allocate pupils to teaching groups
- Monitor their progress, analyse data such as examination results, track pupils through each Key Stage and use this analysis to inform teaching; contribute effectively to school target-setting
- Give advice to pupils, students and parents on current performance, subject choices and future potential and give them the criteria and tools for effective self-assessment
- Involve pupils in curriculum review; celebrate successes and promote involvement in subject-related extra-curricular activities; encourage student leadership in class and across the department

### **3. Leadership of the curriculum**

- Formulate curriculum aims, objectives and content: advise the Headteacher and Deputy Headteacher on the curriculum offer; devise departmental programmes of study
- Oversee writing and regular review of schemes of work; ensure teaching fulfils National Curriculum and exam requirements; monitor progress through schemes of work and continuity across phases
- Ensure a wide range of appropriate teaching and learning strategies are available and adopted and make proper provision for pupils of different abilities, including the very able and those with SEND
- Establish a clear assessment policy, which meets school and national requirements and is founded on sound educational principles; ensure that this policy is adhered to in practice
- Lead development of the curriculum: plan and implement appropriate changes; ensure staff affected are fully involved in the process; monitor and evaluate impact of changes made

### **4. Whole school responsibilities**

- Assist the Headteacher and other members of the Senior Leadership Team in the fulfilment of the school's aims and the promotion of its Christian ethos
- Work with other Curriculum Leaders to provide a broad, balanced, differentiated and relevant curriculum in the context of the school's Christian foundation for all its pupils and students
- Make a leading and significant contribution to the School Development Plan; be responsible for the departmental part of it; implement school policy for Continuing Professional Development.
- Contribute to the formation of whole school policy and help to ensure that policies are consistently and effectively implemented, particularly with reference to assessment, recording and reporting, homework, discipline, teaching and learning, attendance and punctuality and the curriculum.
- Implement of Health and Safety Regulations as they apply within the department; ensure that statutory procedures for safeguarding and promoting the welfare of children are followed

### **5. Departmental responsibilities**

- Manage resources: their selection, purchase, allocation and organisation; ensure security of resources and accuracy of the stock book; liaise with the SBDM over use of departmental capitation; keep to the departmental budget; prepare bids for development funds, as required
- Oversight of arrangements for exams, both internal and external, entries and entry patterns, coursework submission and moderation, practical preparations, exam training for staff
- Co-ordinate the setting and marking of work for absent colleagues

### **6. Post-specific responsibilities**

- Oversight of the school's programme of MFL visits and exchanges

### **7. Additional responsibilities**

### **8. Links with other post-holders**

Membership of:	Curriculum Leadership Team
Line Management of:	Teachers of MFL
Supported by:	Assistant Head of MFL
Liaising with:	all SLT members, Heads of Year, SEN Curriculum Leader
Accountable to:	SLT Link, Headteacher, Governors' Curriculum Committee