

## **Head of Modern, Community and Foreign Languages TLR 1C**

**POST HELD:** Head of Department

### **TEACHING ALLOCATION**

16 Teaching periods

4 Leadership; 5 Preparation, Planning & Marking

**REPORTING TO:** SLT Line Manager

### **RESPONSIBLE FOR:**

- Modern, Community and Foreign Languages
- Teaching Modern, Community and Foreign Languages classes and other subject classes as allocated by the Leadership Team

### **PURPOSE OF THE JOB**

- To provide leadership and management for MCFL to secure excellent teaching so all students achieve their potential within an atmosphere in which students feel challenged, valued and secure.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

### **DUTIES**

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

### **PARTICULAR DUTIES**

Under the overall direction of the Headteacher

### **KEY FUNCTIONS**

- Teach Modern, Community and Foreign Languages, including planning, setting homework, marking and assessment in line with school policies.
- Be a form tutor and take responsibility for the progress, welfare and guidance of a form group of students. Monitor attendance in your tutor group and ensure that absence notes are returned
- Ensure that excellent teaching and learning takes place in all allocated classes
- Mark, assess, record and report on student achievement and maintain records as required. Maintain accurate records and use assessment data to monitor progress, targets and take action.
- Contribute to the development of Schemes of Work, School and Department policies as requested
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies. Monitor targets for students on report
- Undertake specific duties as agreed with your line manager

- Attend and contribute to meetings and professional development activities
- Contribute to the school's extra-curricular programme
- Meet deadlines for reporting, marking, submission of coursework and other assignments
- Prepare students for examinations and take part in standardisation or moderating exercises as required by the School or examination boards
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence
- Follow School Policy and support the Leadership Team in the effective operation of the school

## **KEY FUNCTIONS as Head of Department: Modern, Community and Foreign Languages**

### **1. Impact on educational progress beyond your assigned students**

- Raise the attainment of students in Modern, Community and Foreign Languages
- Monitor behaviour in Modern, Community and Foreign Languages and place students on subject report in line with the Behaviour Policy
- Monitor planning, record keeping, marking, teaching progress, homework and assessment
- Have a central record of assessment data
- Lead, coordinate and monitor the Modern, Community and Foreign Languages Development Plan
- Organise events that raise the profile of Modern, Community and Foreign Languages
- Manage and organise all aspects of Community Language examinations throughout the school

### **2. Lead, develop and enhance the teaching practice of others**

- Develop Schemes of Learning that all subject teachers contribute to and use.
- Observe subject teachers each term. Coordinate peer observations
- Mentor and support colleagues and encourage their professional development
- Use meetings to share good practice, moderate and cascade training
- Establish a network with local Primary and Secondary schools
- Line manage colleagues who teach Modern, Community and Foreign Languages

### **3. Have accountability for leading, managing and developing a subject**

- Innovate in learning. Keep abreast of subject developments and lead these in Modern, Community and Foreign Languages
- Prepare for Modern, Community and Foreign Languages meetings – identify the purpose, circulate an agenda and minutes
- Review Schemes of Work annually
- Use student targets to set targets for teachers of examination classes
- Following each reporting cycle, review assessment data and coordinate follow up across the subject
- Manage the delegated budget for Modern, Community and Foreign Languages to resource the curriculum
- Participate in recruitment and appointment of Modern, Community and Foreign Languages teachers
- Collect, moderate and prepare coursework for submission to examination boards
- Lead on the whole school development of languages, including cross curricular projects and activities
- Manage Modern, Community and Foreign Language overseas trips

### **4. Line management for a significant number of people**

## **PERSON SPECIFICATION**

### **HEAD OF DEPARTMENT**

#### **QUALIFICATIONS**

- Good degree and teaching qualifications

#### **EXPERIENCE**

- Relevant and successful teaching experience
- Evidence of a willingness to develop new skills
- Evidence of curriculum development and innovation

#### **PROFESSIONAL SKILLS**

- Ability to provide vision, leadership and direction for the department
- High standard of teaching skills and excellent classroom practice
- Excellent oral and written communication skills
- Ability to function as a leader as well as a member of a team
- Ability to review, monitor and evaluate the curriculum and own work
- Ability to perform effectively in a variety of situations
- Ability to recognise and respond to the needs of students of different attainment levels
- Ability to keep efficient records
- Ability to develop as a leading professional in the school
- Ability to lead the learning and teaching in the department
- Ability to use ICT effectively

#### **ESSENTIAL COMPETENCIES**

- A professional knowledge of National Curriculum at Key Stages 3 and 4 and relevant examination and test regimes
- Wide experience and knowledge of recording, reporting and assessment
- Ability to initiate and implement and develop opportunities to maximise student achievement
- Ability to manage the organisation of a department
- A professional understanding of child protection matters and what constitutes a safe school culture.

#### **GENERAL**

Commitment to the promotion of equality of opportunity  
Evidence of a high standard of attendance & punctuality