

## Job Description – Head of French

### Head of French

**Responsible to:** Relevant SLT line manager

**Responsible for:** Teachers of French

**Salary details:** MPS/UPS + TLR 2a

**Job Summary:-**

- To provide professional leadership and management of French
- To have an impact on raising the standards of student attainment and achievement in French and to monitor and support student progress and development.
- To contribute to improving teaching and learning across the academy.

**Duties and responsibilities: -**

- To contribute and establish a curriculum area ethos that is positive and dedicated to success
- To actively lead the monitoring and follow-up of student learning and progress in French at all key stages.
- To liaise with the leaders of the MFL Department to ensure the delivery of a high quality and cost effective curriculum programme which complements the Academy Development Plan and is reviewed in line with the Academy Self Evaluation Process.
- To be accountable for the development and delivery of French.
- To lead curriculum development for French.
- To keep up-to-date with local and national developments in French and teaching practice, pedagogy and methodology.
- To ensure staff development needs are identified and that appropriate teacher development and further opportunities are designed to meet these needs.
- To contribute to the academy procedures for lesson observations.
- To promote teamwork and to effectively motivate staff to ensure good working relations.
- To monitor and evaluate the French curriculum in line with academy procedures.
- To assist in the development of appropriate cross curricular themes especially equal opportunities, PSHE and Citizenship.
- To ensure effective communication and consultation with parents and carers of students.
- To have the highest standards within French, using the academy's behaviour and rewards systems to develop good relationships.
- Act as a role model of good teaching practice to all MFL teachers, modelling and coaching to enhance performance of all and deliver at the highest level.
- Monitor and evaluate students learning and attainment against the departmental and whole academy targets for all students.
- To be responsible for the efficient and effective deployment of support staff within French.
- Promote the use of ICT (and appropriate platforms) in enhancing student learning and in the development of the department.
- To participate in the academy's ITT programme (where appropriate).
- To ensure that Health and Safety policies and practices, including risk assessments, are

in line with the academy and Trust requirements.

- Promote activities which enhance the MFL curriculum either in or out of the academy.

**Other duties:-**

Such other duties as may be reasonably required by the Principal/SLT/Line Manager.

It is the responsibility of each employee to carry out their duties in line with Academy policies, particularly to comply with all child protection/safeguarding policies/Health Safety Policies.

Use and development of ICT as required.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.**

**Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**



## GEORGE SALTER ACADEMY

### Person Specification – Head of French

Category	Essential	Desirable	Method of Assessment
<b>Qualification and Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in relevant subject (s)</li> </ul>	Application Form
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Evidence of Leadership/Management skills</li> <li>• Knowledge of the current national curriculum and relevant schemes of work</li> <li>• Understanding of how to develop skills and attributes in students</li> <li>• Understanding of the assessment processes at KS3 and KS4 and how to use these to support planning and raise student attainment</li> <li>• A proven track record as an excellent classroom practitioner, teaching French at KS3 and KS4</li> <li>• Knowledge of and commitment to current safeguarding protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use and understand assessment data</li> <li>• Familiar with effective learner progress intervention strategies</li> <li>• Knowledge of Subject at Key Stage 5</li> <li>• Knowledge of a wide range of pedagogic approaches to cater for different learning styles and ensure that all students are engaged</li> </ul>	Application Form and Interview
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Good communication skills orally and written</li> <li>• Good use of ICT to make learning engaging and dynamic and to support assessment</li> <li>• The capacity to form positive learning-centred relationships with other professionals</li> <li>• Ability to create an effective learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Some experience (including teaching practice) of form tutor/PSHE work</li> <li>• Experience of ICT within the subject</li> <li>• Experience of teaching KS5</li> </ul>	Application Form and Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to use own initiative</li> <li>• A passion for education and making a difference</li> <li>• Ability to meet deadlines</li> <li>• Able and willing to scrutinise own practice</li> </ul>		Application Form and Interview.

	<ul style="list-style-type: none"><li>• Commitment to safeguarding children and young people</li><li>• Ability to lead and motivate staff and students</li><li>• Receptive to new ideas and able to generate them</li></ul>		
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