



Head of Languages
MPS - UPS (£30,000-£46,525) +TLR 2b (5,348)
Required for September 2024

JOB DESCRIPTION

PURPOSE

- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
- To be accountable for pupil progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with aims of the school and the curricular policies determined by the Governing Body and Head of School of the school.
- To be accountable for leading, managing and developing subject/curriculum area.
- To effectively manage and deploy teaching/ support staff, financial and physical resources within the department to support the designated curriculum portfolio.

MAIN (CORE) DUTIES

- To link with Senior Leader to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- Support the school and pupils in observing our collective worship and taking an active role in form group mass, liturgies, assemblies and whole school mass.
- Ensure the department is inclusive and no child is left behind
- 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 pupils to follow this example.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and be engaged in their own learning.
- To be responsible for the day-to-day welfare of staff within the designated subject and act as a positive role model.
- To lead on spiritual and prayer events as appropriate.

CURRICULUM PROVISION & DEVELOPMENT

- To work with SLT in order to ensure, that the subject teaching commitments are effectively and efficiently time-tabled and roomed.
- To liaise with SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan / School Evaluation.
- To be accountable for the development and delivery of subjects within the department.
- To lead curriculum development for the whole subject team.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with Senior Leader to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of literacy, numeracy and inclusivity with the subject area.
- To ensure that the development of subjects is in line with national and if required local developments.
- Attend local subject network meetings when possible.
- Ensure schemes of work are annually evaluated, up to date and shared on school network.
- Ensure sequences of work, Catholic Social Teaching include provision of literacy, and independent study tasks.
- Share independent study with pupils, parents and staff through Google classroom

OTHER SPECIFIC DUTIES

- To continue personal development as agreed.
- To engage actively in the appraisal review process.
- To undertake any other duty reasonable as specified by the Head of School not mentioned in the above information
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- 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 applications or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.