



Job description: Head of Department – Modern Foreign Languages

Location	St Mark's Academy, Acacia Road, Mitcham, CR4 1SF
Contract term	Permanent
Full time/term time	Full-time. Start date September 2024
Pay range	Teachers Main / Upper Pay Range [Inner London] £36,745 - £56,959 plus TLR 2c £7,187
Reporting to	Assistant Principal, Principal

Job purpose

- To plan and prepare stimulating and engaging lessons as part of the sequenced curriculum in MFL. To teach and assess pupils in their learning to inform future progress and ensure the highest achievement appropriate to each child's ability
- To act as an expert Instructional Coach and ensure St Marks' approach to instructional coaching supports colleagues in MFL with implementing techniques explored in our Cognitive Theory, Memory and Metacognition CPD programme
- To ensure the uptake at Key Stage 5 reflects the transformational curriculum offer at Key Stage 3 and 4
- To undertake the full range of professional duties outlined in the School teachers pay and conditions document. (Part 12 of the 2006 document).

Main duties and responsibilities

- To work alongside the Quality of Education team to bring the vision for education to life within the department
- To coach, mentor and support other colleagues to develop their practice
- To undertake and lead training on impactful approaches to instructional coaching
- Research, trial and evaluate innovative approaches to instructional coaching, and work with the Quality of Education Team to implement these
- To instigate and develop innovative and evidence-informed approaches in your own lessons that will stimulate all students to achieve their full potential, modelling consistently excellent practice in your own classroom every day
- To use Steplab as a tool to monitor and drive the impact of Instructional Coaching
- Use local and national data and other information in order to provide: a comparative baseline for evaluating learners' progress and attainment; a means of judging their effectiveness of their teaching; a basis for improving teaching and learning

- Work alongside your SLT link and other Heads of Department to create and develop opportunities for cross curricular collaboration and cross key stage collaboration
- Planning lessons, in the short, medium and long term, appropriate to all pupils to be taught, according to the academy's planning policy; taking a full part in joint planning where appropriate
- Teaching planned lessons to assigned pupils according to their educational needs, ensuring that appropriate targets are set and achievement monitored to inform future planning
- Setting and marking of work, differentiated appropriately, to be completed at the academy and at home where appropriate, ensuring that pupils are set challenging, but achievable targets and encouraged to excel
- To use all available data produced by the Academy to inform the setting of appropriate targets and tracking pupils in their classes
- To use the Academy's rewards and sanctions system effectively. To establish a learning culture within the classroom where children are positively supported and encouraged to do well in a climate of equal opportunity and security
- To provide support to students in the tutor or teaching group who are at risk of underachievement or who are experiencing difficulty to ensure that they have access to the correct support internally or externally, keeping a log of actions and support provided and following up referrals if necessary
- Provide support and advice to parents and carers of pupils, building positive relationships to encourage their involvement in their child's education and provide feedback on children's progress
- Monitor and record pupil progress according to the policy of the academy completing reports to parents as required by the Principal and Governors. Undertake other routine admin tasks when required
- To deliver the national Curriculum using a variety of teaching styles and methods to stimulate interest and ensure full class participation, advising others and assisting in preparation of teaching materials where required
- To assess and prepare students thoroughly for internal and external examination entry or other appropriate accreditation, including the provision of study skills advice
- To check the attendance of all assigned students at classes according to the register and follow up any unauthorised absence for the teaching sessions for which they are responsible
- To maintain good standards of classroom behaviour in the classroom and elsewhere encouraging positive behaviour and development of positive social skills. Ensure that uniform and behaviour policies are adhered to within teaching groups and the Church of England ethos of the academy is supported through actions
- Ensure the Health & Safety and well-being of pupils in the classroom and elsewhere by assessing risks in planned and day-to-day activities and reducing any risks to an acceptable level
- When appropriate, to direct the work of other staff or adults working in the classroom to ensure that they are fully briefed on their role and where possible involved in planning and evaluating the pupil achievements
- To take an active part in meetings, where appropriate, making a positive contribution and supporting the academy policies and good practice i.e. in staff meetings, parents evening and training events
- Any other activities, which reasonably match the level of responsibility for the post and are within the guidance given in the schoolteachers pay and conditions document and The Education (Specified Work and Registration) (England) Regulations 2003.

Knowledge & Expertise

- Have an excellent knowledge of and/or infectious enthusiasm for Instructional Coaching and teaching MFL
- To have experience of using instructional coaching to develop colleagues' practice, with measurable impact
- To be able to lead courageous conversations to encourage every staff member to excel
- Maintain an up to date knowledge of effective approaches to CPD and cognitive theory and memory
- To have an in-depth experience of working with young people
- Maintain an up to date knowledge of curriculum development, including qualifications and examinations, for their subject area.

Developing a Vision & Shaping the Future

- Development of a vision of how Instructional Coaching and our CPD programme will raise aspiration and achievement both within the academy and the wider community
- Development of a vision of how the curriculum area you work within will raise aspiration and achievement both within the academy and the wider community
- Developing and leading action plans to enable these visions to happen within the department
- Leading the development of curriculum materials, including schemes of work that meet the needs of learners and enable students to enjoy and achieve
- Promoting the experiential learning opportunities that the MFL curriculum brings to the academy, including developing enrichment opportunities such as after-school clubs and trips and visits.

Tracking & Intervention

- Ensure that effective assessment of learning is taking place within the classroom
- Maintain tracking systems for aspects of the curriculum area which inform academy assessment and data collection procedures
- Track and monitor student performance within aspects of the curriculum area, including analyses of examination results
- Identify causes for concern and put in place appropriate intervention to raise achievement.

Communications

- Develop and maintain appropriate routes of communication with students, staff and parents
- Ensure that high quality, stimulating displays are maintained in classrooms and corridors within the curriculum area
- Maintain current curriculum information on the academy website and TEAMS.

Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times
- To show a record of excellent attendance and punctuality
- To adhere to the Academy's Dress Code & Staff Code of Conduct.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Head of Department - MFL

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Degree level qualification relevant to MFL	✓	
Post graduate teaching qualification	✓	
Teaching experience in key stages 3, 4,5 (or equivalent)	✓	
Relevant training and professional development such as NPQML		✓
Degree level or Masters qualification / subject specialism in Spanish and/or French		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
At least two full years' successful teaching experience	✓	
Teaching experience in key stages 3, 4 & 5 with evidence of exceptional outcomes at GCSE level	✓	
Evidence of consistently good teaching and learning	✓	
Excellent subject knowledge	✓	
Good knowledge of current curriculum development in your subject area	✓	
An understanding of how to use assessment to inform planning for good teaching and learning	✓	
The ability to differentiate materials to meet the needs of learners	✓	
The ability to use data to inform planning	✓	
Evidence of pastoral experience, including taking responsibility for a form group	✓	
An interest in the wider curriculum	✓	
A good understanding of the principles of Assessment for Learning	✓	

Evidence of using data to put in place successful intervention strategies to raise achievement	✓	
The ability to offer extra-curricular activities	✓	
Evidence of achieving excellent outcomes in KS5		✓
Successful teaching experience in an urban school		✓

Leadership & management <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to inspire and enthuse colleagues	✓	
The ability to evaluate standards of teaching and learning within your department	✓	
Evidence of using data to challenge underperformance and raise standards		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
A willingness to learn and develop new skills	✓	
The ambition to continue to progress in your career	✓	
A desire to make a difference to the lives of young people	✓	
To work proactively within the Christian ethos of the academy	✓	
An excellent attendance record	✓	