



JOB DESCRIPTION

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| Post | Head of Modern Foreign Languages |
| Reports to | Deputy Headteacher |
| School | Arden |

MAIN PURPOSE OF THE ROLE:

- Be accountable for the provision of a high-quality education within your subject area, ensuring excellence for and from all.
- Be accountable for student progress in the subject area.
- Be accountable for identifying underachievement and communicating to teachers within the department.
- Be accountable for the delivery of a curriculum which matches the expectations of the school development plan, the school's stakeholders and considers national developments in terms of curriculum content and external examinations.

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities will be explained to you further in a plain-speaking job description. This will be attached to this job description as an appendix and will reflect the systems and structures of your own school. These are in addition to the duties and responsibilities of a member of the teaching staff and the job description of a teacher.

Strategic direction and development of the subject

- Be accountable and operationally responsible for planning, reviewing, and overseeing of appropriate short-, medium- and long-term schemes of work for the subject area.
- In conjunction with the appropriate Head of Faculty/SLT Line Manager, be responsible for providing regular evaluations of the quality of teaching and learning in the subject area.
- Be responsible for writing the subject area development plan, and be responsible for its termly review, taking accountability for strategic developments, and being accountable to the Head of Faculty /SLT Line Manager for the resulting actions.
- Using data effectively, be accountable for monitoring standards of progress and achievement in the subject area through intervention and action planning in response to the data.

Leading and Managing Staff

- Be accountable and operationally responsible for the monitoring of the quality of teaching, learning and assessment including work scrutiny, student voice, sampling of folders, and learning walks and keep records of this activity.



- Where appropriate, contribute to colleagues' professional development through the effect use of department training opportunities.
- Within the context of the subject area be accountable (though not necessarily operationally responsible) for the appropriate induction, training and development of trainee teachers, and Early Career teachers.
- Ensure the smooth running of the department/ faculty on a day-to-day basis, for example, arranging cover work for absent colleagues etc.

Teaching and Learning

- Be responsible for ensuring that teachers are clear about teaching objectives, understand the sequence of teaching and learning in the subject and communicate this to students.
- Be accountable for supporting and guiding colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students.
- Be responsible for the application of school wide policies for assessing, recording, and reporting on student achievement in line with school policy, which is accurate and meaningful supported by standardisation/ moderation.
- Undertake rigorous and robust quality assurance and act upon areas identified.

Efficient and effective deployment of staff and resources

- Contribute to decisions concerning resource and staff requirements for the subject and inform the Headteacher of costs and priorities.
- Be accountable and operationally responsible for the distribution of subject resources to meet the objectives of the school.
- Be accountable for the management of resources of the subject area within the limits of the delegated budget.
- Contribute to ensuring a stimulating and safe working environment in which risks are regularly assessed and appropriate mitigations are implemented.

Other

- Establish and maintain effective working relationships with professional colleagues, parents/ carers/ guardians, and wider stakeholders.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Participate, where appropriate, with MAT colleagues and projects.
- Any other reasonable duties as assigned by the Headteacher.

Note on terminology.

In this document, the following terms are used:



“Accountable” – this means to be answerable to the appropriate line manager for the success or failure of the identified area. In most cases, operational responsibility for implementation of this task is also implied by this term although for employees with leadership responsibilities, operational responsibility may be delegated to subordinates.

“Responsible” – this means to be operational responsible. An employee with responsibility implements the task in question.

“Contributes” – means that the employee does not hold full responsibility but is required to make a significant contribution to the implementation of a task or area of responsibility under the direction of line manager.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher/ Executive Headteacher or the incumbent of the post.

Staff signature: Date:

Staff name: