

Position: - Head of Modern Foreign Language

Job Title:	Head of Modern Foreign Language
Hours:	Full/Part Time
Contract Type:	Permanent
Salary:	Up to £48,000 depending on experience and qualifications.
Responsible to:	Headteacher/Senior Leadership Team

Job Description:

We are looking to appoint a Head of Modern Foreign Language to provide professional leadership and management of this curriculum area. If this is your passion and you want to make a real difference to children, we would love to hear from you!

The successful candidate will work collaboratively within our team and lead on the MFL curriculum within the school/academy in a well-established MFL department. You will have a natural flair for delivering creative and vibrant lessons that enthuses and motivates all students to want to learn and achieve. You will need to have excellent communication skills and work collaboratively with the Head Teacher, SLT team and your direct team.

Our goal is to provide outstanding education and life changing opportunities for all our children. We want to be recognised for academic excellence and having a reputation for giving pupils the critical skills and knowledge necessary to be successful in education, employment and life.

General Main Duties and Responsibilities:

Main purpose of this role:

- To carry out the professional duties of a Head of Modern Foreign Languages as set out in the School Teachers' Pay and Conditions Document.
- Direct and oversee a coherent and progressive MFL education programme for all pupils, ensuring the highest standards of teaching and learning are achieved.
- Communicate a passion for learning, with a flexible and imaginative approach to teaching and the management of people and processes

Teaching responsibilities:

- Research, design and establish an broad, balanced, challenging and coherent MFL curriculum for all pupils
- Plan, resource and deliver high quality lessons to all pupils
- Assess, record and report on the development and attainment of pupils
- Devise strategies to enhance assessment of, and for learning
- Manage the departmental budget
- Ensure everyone involved in MFL education is inspired through the provision of directed CPD opportunities and up to date on current thinking regarding the teaching of MFL, curriculum design and pedagogy
- Communicate with parents on all issues related to MFL education

Teaching and Learning:

- Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to students' needs
- Understands and interprets complex pupil data to drive lesson planning and pupil attainment

Specific responsibilities of the post:

- To provide leadership and direction and ensure that the development is managed and organised to meet the aims and objectives of the school/academy and the department
- To have responsibility for securing high standards of teaching and learning in the department as well as playing a major role in the development of the school/academy's policy and practice.
- To ensure that practices improve the quality of education provided, meet the needs and aspirations of all students, and raise standards of achievement in the school/academy
- To support, guide and motivate teachers and support staff within the department
- To evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff, to inform future priorities and targets.
- To ensure effective liaison with the school/academy Support Team.
- To ensure the production and maintenance of appropriate schemes of work and policies for the department, and to implement within them whole school/academy's policies.
- To encourage the development of a suitable range of appropriate and varied teaching styles in the department.
- To ensure that student progress in the department is regularly reviewed, assessed and recorded and ensure that appropriate homework is being set and marked.
- To accept responsibilities for pastoral referrals within the department and to liaise on such matters with Heads of Year and other concerned colleagues.
- To be responsible for the allocation of resources for the department, maintaining inventories and ensuring the security of equipment.
- To be responsible for the area budget and ensuring that finances are administered in accordance with the school/academy's procedures.
- To review, monitor and evaluate the functioning of the department and develop appropriate.
- To keep up to date with national developments in the subject area and teaching practice and Methodology.
- To actively monitor and respond to the curriculum development and initiatives at national, regional and local levels.
- To be responsible for the production of reports and examination performance, including the use of value added data.
- To track and monitor levels of progress.
- To ensure that health and safety policies and practices, including risk assessments, are in line with school/academy, local and national requirements.
- To undertake performance management review(s) and to act as reviewer for an identified group of teaching staff.
- To participate, when required, in the school/academy's ITT programme.
- To participate in the interview process for teaching / support staff posts, when required and to ensure effective induction of new staff in line with school/academy's procedures.
- To carry out any other duties which may be reasonably required by the Deputy Headteacher.

Head of Modern Foreign Language – Personal Specification:

	Essential:	Desirable:
Qualification:	Must have knowledge of A-level MFL	
Skills, Knowledge, Aptitude & Experience:	<p>Leadership skills:</p> <ul style="list-style-type: none"> • The ability to lead and manage people to work towards a common goal <p>Decision making skills:</p> <ul style="list-style-type: none"> • The ability to solve problems and make decisions <p>Teamwork:</p> <ul style="list-style-type: none"> • The ability to work collaboratively with others 	

	<p>Communication skills:</p> <ul style="list-style-type: none"> • The ability to make points clearly and understand the views of others <p>Self-management skills:</p> <ul style="list-style-type: none"> • The ability to plan time effectively and organise oneself well • Able to communicate with a wide range of audiences including pupils, parents, teachers and associate staff • Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve • Ability to be innovative, creative and tenacious. • High level ICT skills <p>Safeguarding</p> <ul style="list-style-type: none"> • Evidence of commitment to promoting the health, welfare and safeguarding of children • Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school • Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school • Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons <p>Knowledge Base</p> <ul style="list-style-type: none"> • Excellent professional knowledge and understanding • Models of learning and teaching • Models of behaviour and attendance management • Current educational trends and issues • An understanding of assessment strategies and the use of assessment to inform the next stages of teaching and learning • Principles and practice of quality assurance systems, including data analysis, self evaluation and performance management • An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children <p>Leadership & Management:</p> <ul style="list-style-type: none"> • Excellent classroom practitioner who can lead by example, with knowledge of adjacent phases of education • Experience of carrying out 	
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	<p>performance management and acting on any issue that arise from the reviews</p> <ul style="list-style-type: none"> • The ability to build positive working relationships, negotiate with and influence individuals and relevant groups • Authority and ability to inspire confidence in students, teaching and associate staff and parents alike • A strong commitment to continuing professional development <p>Experience:</p> <ul style="list-style-type: none"> • Experience of working in high performing schools • Experience of leading an aspect of a Languages department • Experience of working in an all-through school • Experience of identifying priorities in learning and teaching and constructing an improvement plan • Strategies that encourage parents and carers to support their children's learning 	
<p>Physical:</p>	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 • Ability to undertake manual work and to perform tasks 	
<p>Personal Qualities:</p>	<ul style="list-style-type: none"> • Good communication, planning and organisational skills • Demonstrates resilience, motivation and commitment to driving up standards of achievement • Acts as a role model to staff and students • Commitment to regular and on-going professional development and training to establish outstanding • A deep and passionate commitment to the values and ethos of the school in and outside of the classroom • Ability to enthuse children and adults • Possess a positive attitude and approach to change and development • Flexible and firm with the ability to know when to be either • Enjoy rising to the challenges inherent in a school environment • Maintain professional relationships at all times, acting with authenticity and integrity and in accordance with the 	

	<p>values and ethos of the school/academy.</p> <ul style="list-style-type: none"> • Be an ambassador for the School, maintaining visibility, demonstrating impact, presence and self-confidence • Developing and sustaining a learning culture that has the school/academy ethos at its core, including high expectations and standards of achievement for all • Manage and resolve conflict. 	
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The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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