

## Job Description

**Job Title:** Head of MFL

**Reporting to:** The Principal

**Grade:** MPS / UPS plus TLR 2.1

**Accountable for:** Subject department

### **Overall purpose of the post:**

The role of Head of MFL will involve leading your subject area to ensure outstanding outcomes for students. This includes Learning and Teaching, curriculum provision, standard of attainment and behaviour and safety within MFL. As Head of Department you will provide a vision for developing your subject. You will provide highly engaging, relevant and innovative learning opportunities at all key stages to ensure students make exceptional progress in your subject and are provided with the skills they need to be successful in both the academy and their future lives. You will demonstrate outstanding learning and teaching in these areas, both in your own practice and leadership of others.

### **Main duties and responsibilities:**

- The teaching of students and the associated pastoral and administrative duties in respect of those students in accordance with the aims and objectives of the academy.
- Working collaboratively with Subject Directors from the Trust to maximise the outcomes for students.
- Any additional duties as may be required from time to time by the Principal.
- To use data to forensically track and intervene with students across the academy.
- To monitor and evaluate the science curriculum.
- Curriculum innovation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

### **GENERAL DUTIES AND RESPONSIBILITIES**

- a) **Planning and preparing appropriately differentiated courses and lessons;**
- Teaching the students assigned to you according to their educational needs, including the setting and marking of work to be carried out by the students in the academy or elsewhere.
  - Assessing, recording and reporting on the development, progress and attainment of all students.

**b) Other Activities;**

- Consistently applying the academy's behaviour policy at all times;
- Promoting the general progress and wellbeing of individual students and of any class or group of students assigned to him/her;
- Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions;
- Completing the academy's tracking systems;
- Making records of and reporting on the personal and social needs of students;
- Communicating and consulting with the parents of students;
- Communicating and co-operating with relevant persons or bodies outside the academy;
- Participating in meetings arranged for any of the purposes described above.

**c) Assessments and reports:**

Completing and analysing Praising Stars for all groups they teach.

**d) Performance Management**

Participating in arrangements within the academy's policy for Performance Management.

**e) Further training and development:**

- Reviewing from time to time his/her methods of teaching and programmes of work.
- Participating in arrangements for his/her further training and professional development as a teacher and manager.

**f) Educational methods:**

- Advising and co-operating with the Principal, Subject Directors, Head of Department and other teachers (or any one or more of them) on the preparation and development of courses of study, for all students, appropriate teaching materials, schemes of work, methods of teaching and assessment and pastoral arrangements;
- Responding to the Code of Practice for Special Educational Needs, in accordance with the academy's policy.

**g) Discipline, health and safety:**

- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the academy premises and when they are engaged in authorised Academy activities elsewhere;
- Ensuring that the Academy's Child Safeguarding Policy is followed where there may be a concern;
- Ensuring that personal knowledge of the academy's health and safety policy is updated and the practices are in accordance with it.

**h) Staff Meetings:**

Participating in meetings at the academy as required.

**i) Public examinations:**

- Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations.
- Recording and reporting such assessments;
- Participating in arrangements for students' presentation for and supervision during such examinations.

**j) Management:**

- Contributing to the selection for appointment, induction and personal development of all staff;
- Co-ordinating or managing the work of supporting staff or volunteers.
- Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy and Performance Management of staff as directed by the Principal.

**k) Administration:**

- Participating in administrative and organisational tasks related to such duties as described above, including the management or supervision of persons, providing support for the teachers in the academy and the ordering and allocation of equipment and materials;
- Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Academy sessions.

**Subject Specific responsibilities in addition to responsibilities as a Teacher**

1. Ensure teachers in your subject area consistently deliver good or better lessons and maintain positive learning environments.
2. Create and implement a long term strategic vision for your subject area
3. Plan schemes of learning and lessons for science at Key Stage Three, Four and Five which are engaging and relevant to students' needs and interests.
4. Regularly review the curriculum offered, develop new innovative approaches for learning utilising ICT and new resources.
5. Track and monitor student performance across your subject area.
6. Ensure marking is regularly carried out in your area in accordance with academy marking policy and use assessment for learning to regularly share levels of achievement with students and parents
7. Report regularly to your line manager on current performance and develop intervention strategies to continually improve performance and achieve outstanding results.
8. Support and promote the professional development of teachers in your subject area in line with whole academy L&P policy. Provide training, mentoring and coaching where appropriate.
9. Maintain the highest standards of professionalism and consistently apply academy systems