



Head of MFL

Job Description

Salary scale: M1 – UPS3 Per Annum + 7 additional points on the Fulwood Academy TLR pay scale (equal to £3,955 Per Annum)

Responsible to: Vice Principal

Responsible For: Classroom Teacher of MFL

Contract: Includes responsibility allowance (as indicated above), Full Time, Full Year

Job Purpose: Heads of Departments lead their department in ensuring an ambitious culture of high challenge and attainment, ensuring the best possible learning and leadership of learning within the department and across the Academy, ensuring safeguarding is a key focus, behaviour and attendance are exemplary and ensuring all pupils have equal opportunities to make maximum progress

Main Responsibilities

- To develop a strong vision for the department, in line with the whole Academy vision, that inspires both staff and pupils.
- To lead the development and co-ordination of the MFL department across the key stages, ensuring challenging and inspirational schemes of work are both responsive to arising needs and meet statutory requirements.
- To lead staff in the teaching of MFL and provide a role model for high quality teaching and learning, feedback and marking and behaviour management, in line with departmental and whole Academy priorities.
- To work with the learning and teaching team to improve the quality of teaching and learning within the department and across the Academy, using this to inform future development.
- To lead the development, implementation and monitoring of policies and practices which reflect the Academy's commitment to high achievement through learning and teaching.
- To monitor, evaluate and review all elements of department practice through the Academy MER system.
- To lead the self-evaluation of the department including providing regular feedback through scheduled meetings, such as Annual Reviews, and informing and working with, all stakeholders as appropriate
- To work with other schools and academies locally and as appropriate to ensure best practice

- To keep up to date with research and development in education and pedagogy and where necessary, seek out appropriate professional development opportunities
- To provide regular feedback to the Global Curriculum Team Leader / Assistant Principal to help the Academy evaluate its practice.
- To create a positive ethos for the department, creating a high challenge, low threat approach and lead and manage others so that they are supported and recognised for their strengths and contributions.
- To ensure that colleagues within the department benefit from coaching, appraisal and CPD that supports their growth and development.

Curriculum

- To plan, design, implement and evaluate syllabuses and schemes of work in line with National Curriculum and Academy requirements. The work of the department should promote the spiritual, moral, cultural, mental and physical development of pupils and prepare them for the opportunities, responsibilities and experiences of adult life.
- To plan the syllabus so that it fulfils the Academy aims and whole Academy policies.
- To liaise with Senior Leadership Management on whole Academy and cross-curricular issues.
- To promote and monitor effective teaching and learning.
- To support both staff and pupils as they develop their potentials.
- To implement monitoring, assessment, recording and reporting policies in line with National and Academy guidelines.
- To plan and oversee the implementation of departmental policies on Homework, coursework and examination entry, in accordance with whole Academy policy.

Management

- To adopt democratic management strategies and style which exemplify the Academy aims and policies.
- Identify cohort/s of underperformers and implement planned interventions.
- Organise and log teacher/departmental interventions for the attention of the Curriculum Team Leader.
- To liaise with the Leadership Team in
 - a) promoting the in-service training of staff and their professional development
 - b) appointing new staff.
- To organise Departmental meetings and internal communication, take part in Heads' of Department meetings and to contribute to Open Evenings and Curriculum Evenings.
- To liaise with the Assistant Principal in relation to the preparation of the timetable.
- To manage the capitation allowance and to justify further requests for extra resources.

- To support Academy disciplinary procedures within the Department.
- To be responsible for all aspects of Health and Safety within the Department.
- To contribute to the reports to the Principal and Governors, as requested.
- To set work for pupils who are being taught by substitute teachers.
- To contribute through the Curriculum Team to the whole Academy management and policy making.
- To encourage links with feeder primary schools, appropriate outside agencies and post-16 institutions.

Classroom Teacher

- To undertake an appropriate programme of teaching in accordance with the duties of a Head of Department. Please see the Classroom Teacher job description for the specific responsibilities of this aspect of the role.

General Academy

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

Personal qualities for all staff

Fulwood Academy is on a journey of rapid change. Sharing our vision, '*Working as a TEAM in the pursuit of excellence for all*', is vital. This is supported by a caring atmosphere where discipline and relationships are based on our four core values:

- Trust
- Excellence
- Ambition
- Manners

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.

**Person Specification
Head of MFL**

Description	Essential / Desirable
To hold qualified teacher status	E
To teach Spanish/French to GCSE	E
A degree in a relevant subject	E
Relevant professional development appropriate to a HOD	E
To have at least 3 years working experience as a classroom teacher within the specified subject	E
To have good functional skills in English and Mathematics	E
To have good IT skills	D
Excellent communication and organisational skills	E
Ability to work with and motivate young people	E
A sense of enjoyment in working with young people	E
Ability to investigate complex problems and find solutions	E
Successful experience in raising pupil achievement and adding value	E
Ability to engage with teachers, other professionals and parents or carers	E
Ability to interpret and use data	E
Ability to produce reports, and present information to a variety of audiences	E
A sound understanding of quality first teaching, responsive teaching, planning and assessment for learning	E
Evidence of outstanding learning and teaching ability and successful impact on pupil progress	E
An awareness of the range of strategies to support the differing needs which exist in the mixed ability classroom	E
An sound command of data and how to use it effectively to narrow the gap	E
Flexibility of working hours in support of the Academy	E
Willingness to undertake training as required, including relevant IT applications	E
Ability to relate and promote the ethos of the academy	E