

Job Description

Title & Grade of Post:	Head of Faculty: Modern Foreign Languages – ability to teach Spanish to GCSE. TLR 2c. A recruitment allowance may be available for an exceptional candidate
Postholder:	
Job Purpose:	<p>Use professional skills and judgement to lead, manage and develop the Faculty in order to secure high quality teaching, effective use of resources, effective intervention and mentoring and improved standards of learning and achievement for all students.</p> <p>Have a positive impact on the educational progress of all students other than the postholder's assigned classes of groups of students by leading, developing and enhancing the practice of other staff, particularly members of the Modern Foreign Languages Team.</p> <p>Undertake specific initiatives and developments as agreed with the Headteacher e.g. raising attainment/improving progress.</p> <p>Contribute to the preparation of a faculty SEF within the parameters of school improvement priorities, following a process of self-evaluation and review.</p> <p>As a leading professional, to actively focus on and promote effective teaching and learning practices across the school, in line with whole school priorities.</p> <p>Lead and manage the Faculty in a way that ensures it works successfully as a team, with common aims, objectives, policies and standards.</p> <p>Promote and embed SMSC and British values across the faculty.</p>
Reporting to:	<p>The post holder is responsible to the:</p> <ul style="list-style-type: none"> • Headteacher in all matters. <p>Reports to:</p> <ul style="list-style-type: none"> • The Senior Leadership Team Link.
Professional Relationships:	<ul style="list-style-type: none"> • The postholder is expected to adhere to the Teacher Standards and work with colleagues in school and with external agencies, with the aim of improving teaching and learning across and beyond the school.
Accountabilities	<p>Strategic Direction:</p> <ul style="list-style-type: none"> • Develop and implement policies and practices for the curriculum area, which reflect the school's commitment to high achievement. • Establish short, medium and long term plans for the development and resourcing of the curriculum area. • Monitor and evaluate the progress made in achieving subject plans and targets, and evaluate the impact of teaching and learning. • Manage the development of staff within the curriculum area and evaluate the impact on teaching and learning • Contribute to whole school planning, mainly through participation at Heads of Faculty meetings and by drafting, implementing, monitoring and evaluating the Faculty Improvement Plan. • Assist in the monitoring and evaluating the work of the Faculty in line with school quality assurance procedures. • Support the Senior Leadership Team in tracking achievement across the Faculty with a close focus on Progress 8 and Attainment 8 measures.

	<p>Teaching & Learning:</p> <ul style="list-style-type: none"> • Ensure schemes of work are developed appropriately, suitable for the whole ability range, evaluate the impact on teaching and learning and delivered comprehensively. • Provide guidance on appropriate teaching and learning methods, and coaching relating to the successful delivery of these methods. • Work with the Assistant Headteacher (T&L) in ensuring the correct level of challenge is delivered in lessons across both key stages. • Ensure that students are prepared for internal and external exams. • Develop and implement systems that are compatible with whole school needs for recording and tracking individual students' progress. • Analyse students' progress and attainment across the curriculum and liaise with appropriate staff to ensure that intervention is in place. • Co-operate with faculties to promote whole school curricular cohesion. • Co-operate with the SENDCo and Gifted and Talented Co-ordinator to ensure that the curriculum is suitably differentiated and that the needs of our SEN students are fully met. • Develop and maintain assessment, recording and reporting procedures in accordance with school policies. • Keep parents informed about the work of the Faculty and with their child's progress in accordance with school policies.
	<p>Leading & Managing Staff:</p> <ul style="list-style-type: none"> • Develop effective coaching and mentoring of all staff within the Faculty. • Plan, delegate and evaluate work carried out by the curriculum team and individuals, including Second in Faculty. • Carry out appraisal requirements in line with school policies, making decisions in an objective and evidence-based manner. • Maintain a visible presence promoting outstanding behaviour both in and outside of the classroom. • Promote a creative and collaborative working environment. • Create, maintain and enhance effective relationships. • Support colleagues in maintaining outstanding behaviour, attendance and punctuality.
	<p>Resource Management:</p> <ul style="list-style-type: none"> • Allocate resources to support effective teaching and learning within the Faculty. • Monitor and control the use of these resources.
<p>Policy & Legal Framework</p>	<p>Work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:</p> <ul style="list-style-type: none"> • School policies and guidelines on the curriculum and school organisation. • The Conditions of Service for School teachers in England and Wales and with locally agreed conditions of employment.

Other Specific Duties	<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example. • Take a role, both hands-on and through delegation, in ensuring the pastoral care of students, including use of the behaviour and rewards policy, progress and attendance of students. • Lead & chair faculty meetings. • Actively promote the school's policies. • Continue own CPD as agreed. • Comply with the school's health and safety policy and undertake risk assessments as appropriate. • Undertake any other duty required by the Headteacher and within the responsibilities identified in the STPCB.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Generic Duties & Accountabilities	<ul style="list-style-type: none"> • The accountabilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities as set out within DfE statutory guidance • This job description is indicative in terms of duties and responsibilities. Indicative duties are neither definitive nor exhaustive and do not reflect a contractual entitlement. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that falls within the general character of the post. This can include duties not specified in this job description • Employees are expected to be courteous to colleagues and provide a welcoming environment to parents and visitors • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition • This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.
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Signed: (Postholder) Date:

Signed: (Headteacher) Date: