

Holy Family Catholic School & Sixth Form

Job Description – Head of Modern Foreign Languages (**TLR 1a**)

Responsible to: Assistant Headteacher and Headteacher

Core responsibilities:

- To lead and manage the languages department in line with the school's ethos and Aspire values
- To ensure increasing uptake of languages (French and Spanish) at GCSE and A level
- To significantly improve outcomes for students in languages
- To make a significant contribution to the life and development of the school beyond the languages department
- To line manage and develop teachers within the department
- To embed excellent working practices across the department
- To monitor, evaluate and improve the work of the department
- To ensure that resources in languages are managed effectively and with an eye to best value

Specific Responsibilities

1. Introduction

This appointment is with the Governors of Holy Family Catholic School under the terms of the Catholic Education Service contract signed with the Governors as employers.

2. Vision, Strategic Direction and Development of the Languages Department

The Head of Modern Foreign Languages works with SLT to develop a vision and strategic outlook for the department, analyses the needs of the department and formulates short, medium and long term plans.

Key Tasks

1. To develop and share a clear vision for the future of languages education at the school.
2. To work with SLT in formulating, updating and reviewing departmental policies and ensuring their implementation and effectiveness.
3. To ensure and agree the production of a Departmental Development Plan with a clear regard to the short, medium and long term.
4. To ensure that the department's management structure, resources and administration clearly support its vision and the objectives outlined in the DDP.
5. To implement the Governing Body's equal opportunities policy.
6. To motivate and inspire staff and students, taking a personal interest in their well-being and development, "recognising the uniqueness of each and the equality of all".
7. To monitor, evaluate and report on academic achievement of all students in languages.
8. To monitor, evaluate and report on the achievements of the department.

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9. To monitor, evaluate, report on and review the effect of policies, priorities and targets and take appropriate action.

3. Leading Teaching and Learning

Key Tasks

1. To determine, organise and implement a curriculum that:
 - Meets statutory requirements, including the National Curriculum.
 - Follows the policies of the Governing Body.
 - Is inclusive for all the students at Holy Family, including those with Special Educational Needs, or those who are very talented scientists.
 - Engages all students and staff.
 - Provides for the spiritual, moral and cultural needs of our students.
2. To prepare and regularly update detailed schemes of work, ensuring that the requirements outlined above are contained therein.
3. To lead departmental meetings, preparing agendas and minutes to be communicated to the line manager and all members of the department.
4. To support all members of the department in their teaching and other duties.
5. In partnership with SLT, to monitor, evaluate and further develop means whereby:
 - Policies for learning and teaching, assessment, recording and reporting are effective.
 - The languages curriculum enables continuity of learning and can be seen as a coherent whole.
 - Good practice is celebrated and shared.
 - Data and assessment information are used effectively to inform future teaching, to motivate students and to inform parents.
6. To ensure accuracy of entries for examinations and that this information is shared with all students and languages teachers.
7. To ensure that robust systems are in place to check the accuracy of their marking.
8. To ensure that the highest possible standards of student behaviour are expected and enforced by all staff across the department, in accordance with the school's Behaviour Management policy.
9. To actively promote and encourage learning outside the classroom.

4. Leading and Managing Staff

Key Tasks

1. To lead, inspire, motivate, empower and support all staff in the department to achieve the highest possible educational standards for our students.
2. To assist SLT in determining the department's staffing and timetable structure.
3. To deploy and manage all staff appointed to the department in a manner that is reasonable and pursuant to their conditions of employment.
4. To assist the Headteacher and participate in the key task of selecting and appointing high quality teaching and non-teaching staff in languages as required.

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5. To ensure/check that cover work is provided for absent teachers/support staff in the department.
6. Carry out the appraisals of a team of languages staff, in line with school policy, ensuring that the statutory arrangements for performance management of members of the department are adhered to, subject to the Governing Body's performance management policy.
7. Ensure all languages staff meet high standards of work and conduct.
8. To identify and act upon training needs arising from:
 - The performance management cycle;
 - The school development plan;
 - New initiatives and legislation;
 - Self-evaluation
9. To effect and share good leadership and management practice, positive staff participation, transparent lines of communication and clear procedures.

5. Effective Deployment of Staff and Resources and Ensuring Value for Money

The Head Modern Foreign Languages will deploy staff and resources to best effect, ensuring value for money where appropriate.

Key Tasks

1. To allocate, control, monitor and account for those financial and material resources that are delegated to the Head of Modern Foreign Languages.
2. To ensure that the languages areas are well maintained and safe, with particular regard to Health and Safety. The Head of Modern Foreign Languages will report any issues to the School Business Manager.
3. To ensure that the languages areas are attractive environments for all those who learn and work within them.

6. Accountability

The Head of Modern Foreign Languages is responsible for ensuring that all students at Holy Family benefit from the highest standards of teaching and have the best possible opportunities to achieve their potential, reporting to and liaising with parents/carers, SLT and the governing body as relevant and when required

7. Other Responsibilities

1. To teach 32-34 hours per fortnight.
2. To attend all relevant meetings, both within the school or with outside agencies/partners.
3. To ensure that there is a programme of extra-curricular activities run by the languages department, monitoring attendance and effectiveness of any such provision.
4. To undertake duties expected of a member of the middle leadership team, such as 'on-call'.

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5. The Head of Modern Foreign Languages may be required to undertake the duties required of a form tutor.
6. With the EAL co-ordinator, to manage and oversee students who are eligible to complete exams in their community language.
7. Undertake from time to time, any other duties as directed by the Headteacher.

This post is subject to an enhanced DBS disclosure.

Person Specification – Head of Modern Foreign Languages (TLR 1a)

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • First Degree in relevant subject 	<ul style="list-style-type: none"> • Evidence of further study at Master’s level or above
Experience	<ul style="list-style-type: none"> • Experience of delivering languages across all key stages • Proven track record of success in improving outcomes in languages • Evidence of initiative and introduction of new ideas 	<ul style="list-style-type: none"> • Experience of working in a London school
Skills	<ul style="list-style-type: none"> • Excellent classroom practitioner • Inspirational leader • Experience of line-managing others • Proficient with ICT • Good administrative skills including the ability to work under pressure and meet deadlines • Able to engage young people 	<ul style="list-style-type: none"> • Intrigued and excited by new technologies
Personal Qualities	<ul style="list-style-type: none"> • Good communicator • Unrelentingly, optimistic and enthusiastic • Determined and organised • Team player • Patient • Resilient • Keen to learn and develop • Sense of humour 	<ul style="list-style-type: none"> • Innovative • Ambitious and keen to develop career
Other	<ul style="list-style-type: none"> • Passionate about maximising young people’s life chances • Committed to his/her own professional development • Supportive of the Catholic Ethos of our school 	

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	<ul style="list-style-type: none">• Up to date knowledge of good practice in relation to the safeguarding of children• Willingness to contribute to study support interventions and extra-curricular activities• High professional standards in dress, attendance and punctuality	
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September 2023