



# King's Academy Binfield

## Job Description

### Head of Modern Foreign Languages

- Responsible to:** Assistant Principal or Vice Principal (line manager)
- Responsible for:** Leading the Modern Foreign Languages department (French and Spanish)
- Job Purpose:** To strategically lead, manage, and inspire the Modern Foreign Languages department (French and Spanish). This role involves ensuring the delivery of an outstanding, broad, and balanced MFL curriculum and high-quality teaching practice across the academy to maximize student attainment and progress
- Salary:** MPS or UPR + TLR 2C (including fringe)

This Job Description may be amended at any time following discussions between the Executive Principal and member of staff, and will be reviewed annually. It is anticipated that the strategic and day-to-day nature of the role will evolve as the academy grows and develops.

#### Key Responsibilities:

- To lead the MFL department; oversee staff development within the department and ensure outstanding student progress.
- To be an exemplar and model of teaching skills within the academy, leading the development of teaching skills within the department and wider Communications Faculty
- To impact positively and directly on the quality of teaching and student outcomes within the academy and where required, beyond.
- To evaluate the effectiveness of teaching and learning, the curriculum and progress towards targets to inform future priorities and targets.
- To monitor and evaluate activities including, observation, scrutiny of work and analysis of performance data.
- To work in partnership with the primary staff team to ensure outstanding curriculum, teaching, learning and progress.
- To strategically lead MFL provision across the entire all-through academy (Primary to Sixth Form), ensuring seamless curriculum progression and continuity for all students.

#### Teaching and Learning:

- To ensure strong standards of student attainment and achievement within the curriculum area and to monitor and support student progress.
- To be responsible for monitoring students' progress by academic tracking and data analysis.
- To be accountable for student progress and development within the subject area.
- To develop and enhance teaching practices.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all students.
- Promote excellence in teaching and learning to ensure all students develop their potential.
- Exemplify the skills of teaching and learning as typified by lead professionals and assist in ensuring that the good practice is shared.
- Ensure schemes of learning are developed, used, reviewed and modified to enable the development of high standards of teaching and learning and therefore progress.
- Ensure the delivery and development of the curriculum is effective and meets the needs of all students.

- To be accountable for the development and delivery of all subjects within MFL.
- To undertake an appropriate programme of teaching in accordance with the duties of this post.

#### **Leadership and Management of Staff:**

- Work with the Executive Principal, SLT, Head of Primary and other stakeholders to ensure that staff development needs are identified and that appropriate training is provided to improve performance.
- Develop, motivate and train members of the MFL department, providing clear expectations of their role.
- Identify the training needs of self and others, ensuring that all staff are active in the meeting of their own personal and professional development.
- Participate in recruitment, support and monitoring of new staff and teacher training students within the department and wider communications faculty.
- To be responsible for the curriculum planning within the department, ensuring it meets any statutory requirements, and the courses taught reflect the needs of our students.
- To review, update and report to SLT through department development plans on the standards of leadership, and teaching and learning.
- Undertake performance development of the subject area lead.
- Promote team work and motivate staff to ensure effective working relationships.

#### **Safeguarding:**

- Maintain a strong understanding of safeguarding responsibilities in relation to children and young people.
- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct.
- Ensure any safeguarding concerns are reported immediately in accordance with academy safeguarding procedures.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.
- Promote a culture of vigilance and care in all interactions with students.

#### **Curriculum Provision:**

- Liaise with SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy's and faculty's strategic planning.
- To be accountable for the development and delivery of MFL

#### **Curriculum Development:**

- To lead curriculum development for the department.
- To coordinate MFL curriculum planning and delivery across primary and secondary phases, ensuring vertical and horizontal alignment to maximize student progress and secure strong outcomes at key transition points.
- To keep up to date with national developments in the subject areas and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, Trust, regional and local levels.
- To liaise with SLT to consider accreditations with the relevant examination and validating bodies.

#### **Cross Curricular:**

- Act as a consultant to other faculties/departments/phases on matters relating to MFL
- Contribute to evaluation strategies to support overall academy self-evaluation.

**Communication:**

- Ensure all members of the department are familiar with its aims and objectives.
- Effectively communicate with all stakeholders including parents.
- Develop effective subject links with primary schools, examination boards and all other relevant bodies.
- Represent the Academy's view and interests.

**Professional Standards:**

- Support the ethos, vision, principles and values of the Academy.
- Treat colleagues, students and all members of the community with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Support the aims of the Academy through attendance and participation in events.
- Support the ethos of the Academy by upholding the code of conduct, uniform expectations, etc.
- Take responsibility for your own professional development and participate in arrangements as adopted by the Academy for the assessment of his/her performance and that of other teachers.
- Reflect on your own practice as well as the practices of the Academy with the aim of improving all that we do and achieving excellence.
- Read and adhere to the various policies of the Academy and implement Academy Strategic Plans.
- Participate in the development and management of the Academy by attending various meetings.
- Undertake duties that may be reasonably assigned to them by the Executive Principal.
- Undertake professional duties that may be reasonably assigned to them by the Executive Principal.
- Be proactive and take responsibility for matters relating to health and safety.

**Quality Assurance:**

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the department and faculty and work towards their achievement.
- To establish common standards of practice within the wider faculty and develop the effectiveness of teaching and learning styles in MFL.
- To contribute to the Academy procedures for lesson observations and learning walks.
- To implement academy quality assurance procedures and to ensure adherence to those within the faculty
- To monitor and evaluate the faculty including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

**Information Management:**

- To maintain accurate records and keep up-to-date information concerning the department
- To make use of analysis and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing deadline progress on actions taken.
- To produce reports on examination performance.
- Provide the MAT/Local Governing body with relevant information relating to the department's performance and development.
- To produce reports for the Executive Principal, SLT and MAT/Governors.
- Update the relevant sections of the SEF with requested information.

**Staff Development:**

- Promote teamwork and motivate staff to ensure effective and timely input into all academy communication methods.
- Act as a professional role model.
- Provide training to staff; establish clear protocols; manage use of software (e.g. survey monkey) to gather stakeholder views.

**Health, Safety & Security**

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

**Equity, Diversity & Inclusivity**

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

**Additional Duties:**

- To play a full part in the life of the Academy's community, to support its distinctive values and ethos and to encourage and ensure staff and students to follow this example.
- Any other duties as required by the Executive Principal commensurate with the grade.
- To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To attend and participate in staff and faculty meetings as appropriate. To make your own contribution to the community life of the College.
- Adhere to all academy policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the Academy.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.