

## Head of Modern Foreign Languages

Salary / grade range	Main Scale / UPS
Allowance	Various TLR Grades
Location	Co-op Academy Failsworth
Reports to	Senior Leadership Group staff Member linked to Department
Responsible for	Leaders i/c curriculum and pedagogical development, teaching staff and other relevant personnel within the Subject area.

### Purpose of role:

To explore, develop and facilitate the links between the subjects held within the subject/curriculum area.

To assist and Support the Executive Head of Department:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the curriculum implementation and pedagogical development of others.
- To ensure the provision of an appropriately broad, balanced and ambitious curriculum for students studying in the Subject area, in accordance with the aims of the academy and the curricular policies determined by the DHT i/c of Curriculum and Pedagogy.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching, support staff, financial and physical resources within the Subject area to support the development Plan.

### Key accountabilities (and specific duties / responsibilities):

#### OPERATIONAL/ STRATEGIC PLANNING

- To lead the development of appropriate curriculum, syllabuses, resources, schemas, approaches to Responsive Teaching, assessment and curriculum and pedagogical development strategies in the Subject area.
- To day-to-day management, control and operation of course provision with the Subject area, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement academy policies and procedures, e.g. Health and Safety, Behaviour etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the Subject area which

have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy. (ADP)

- To ensure that Health and Safety Policies and practises, including Risk Assessments, throughout the Subject area are in line with national requirements and are updated where necessary, therefore liaising with the academy's Resources Manager.
- To delegate tasks appropriately to other members within the Subject area e.g. curriculum and pedagogical development leads

#### **CURRICULUM PROVISION**

- To liaise with the Deputy Headteacher i/c curriculum and pedagogy to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the ADP/Self Evaluation.
- To be accountable for the development and delivery of Subject area subjects at Key Stage 3 and 4.
- To work with all post holders and staff, to ensure that the Subject area provides a range of teaching which compliments the academy's strategic objectives.

#### **CURRICULUM DEVELOPMENT**

- To lead curriculum development for the whole Subject area combining all elements of the Subject area.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Deputy Headteacher i/c Teaching and Learning to meet Ofqual/Board requirements..
- To ensure that the development of subjects in the Subject area are in line with national developments.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Strategic Objectives.

#### **STAFFING - Continuing Professional Development / Recruitment/ Deployment of Staff**

- To work with the Senior Leadership Group to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Subject area's technicians/support staff
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated Subject area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Subject area liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Subject area.
- To participate in the interview process for teaching and non-teaching posts where appropriate and when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.



- To be responsible for the day to day management and leadership of staff within the designated Subject area and act as a positive role model.

#### QUALITY ASSURANCE

- To ensure the effective operation of quality control systems, e.g. Monitoring, Evaluation and Reviewing
- To establish the process of the setting of targets within the Subject area and to work towards their achievement.
- To establish common standards of practice within the Subject area and develop the effectiveness of teaching and learning styles in all subject areas within the Subject area.
- To oversee the school procedures for lesson observation for the subject area, reporting to the appropriate member of SLT/G.
- To implement school quality procedures and to ensure adherence to those within the Subject area.
- To monitor and evaluate the curriculum area/Subject area in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

#### MANAGEMENT INFORMATION

- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the Subject area as and when requested.
- To produce reports on examination performance, including the use of value added data.
- In conjunction with the relevant Deputy, to manage the Subject area's collection of data.
- To provide the Governing Body with relevant information relating to the Subject area performance and development.

#### COMMUNICATIONS

- To ensure that all members of the Subject area are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the Subject area's views and interests.

#### MARKETING AND LIAISON

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies..

#### MANAGEMENT OF RESOURCES

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Subject area budget, acting as a

cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

- To work with the Leadership group in order to ensure that the Subject area's teaching commitments are effectively and efficiently timetabled and roomed.

#### PASTORAL SYSTEM/ INCLUSION

- To monitor and support the overall progress and development of students within the Subject area.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring the follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a family tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, Citizenship and Enterprise according to school policy.
- To ensure the Behaviour Policy is implemented in the Subject area so that effective learning can take place.
- To ensure that appropriate safeguarding procedures are in place and applied

#### TEACHING / ADDITIONAL DUTIES

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

### School Ethos and Other

- To be a positive role model for the whole community
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To ensure that appropriate safeguarding procedures are in place
- To participate in the school extra-curricular programme.
- To support the school in meeting its legal requirements for collective worship.
- To actively promote the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any reasonable additional duties as directed by the Headteacher.
- To contribute to the work of the Trust including working with Primary Colleagues
- To maintain the highest professional standards at all times.

### Personal Attributes Required (based on job description):

Attributes	All attributes are essential, unless indicated below as	How measured, e.g. application form (A), interview
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<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree</li> <li>• Evidence of further training in preparation for a leadership role e.g. NPQH, LFTM, Leadership Pathway or other accredited courses</li> <li>• At least 2 years of relevant middle level leader experience</li> <li>• Experience of more than one school</li> </ul>		<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Create and secure commitment to a clear strategic vision for an effective subject area</li> <li>• Successful experience of initiating, leading and managing change at a middle level within a school</li> <li>• Prioritise, plan and organise</li> <li>• Direct and co-ordinate the work of others</li> <li>• Lead, support and work as part of a high-performing team</li> <li>• Delegate tasks, monitor and evaluate outcomes</li> <li>• Act as a role model for pupils and staff by setting high personal and professional standards</li> <li>• Motivate and inspire pupils, staff, parents, governors and the wider community</li> <li>• Deal sensitively with people and resolve conflicts</li> <li>• Use appropriate leadership styles in different situations and understand their likely effects.</li> <li>• Develop a coaching role</li> <li>• Manage a Subject area's financial and human resources effectively to achieve the school's educational goals and priorities</li> <li>• Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation</li> <li>• Experience of successfully leading cohorts of students to achieve targeted accredited levels</li> </ul>		<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
<p><b>Professional Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• Has an understanding of current educational issues and whole school issues</li> <li>• Strategies for raising standards</li> </ul>		<p>I</p> <p>A / I</p>

<ul style="list-style-type: none"> <li>• Effective learning and teaching strategies</li> <li>• Knowledge of the Secondary Curriculum and National Initiatives</li> <li>• Use data effectively</li> <li>• Effective user of ICT. Able to use range of management software</li> <li>• Show awareness of whole school issues</li> <li>• The ability to translate vision into practice</li> <li>• Developed partnerships with stakeholders</li> <li>• Excellent subject knowledge and awareness of the latest initiatives in that subject</li> <li>• Led initiatives across the school</li> <li>• Experience of school improvement planning</li> <li>• Successfully led a team</li> <li>• Experience of Performance Management</li> </ul>		<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>I</p> <p>A / I</p> <p>I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>I</p>
<p><b>Skills Abilities and Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Be an excellent classroom practitioner able to secure pupil engagement in learning</li> <li>• Demonstrate the ability to identify tasks, and move projects forward to successful completion</li> <li>• Possess excellent communication skills. Able to engage a variety of audiences</li> <li>• Ability to analyse issues and to think both creatively and strategically</li> <li>• Be a problem solver</li> <li>• Ability to apply and adapt national initiatives in a local context</li> <li>• A commitment to comprehensive and inclusive education</li> <li>• Personable, approachable, whilst still inspiring respect and personal and professional credibility</li> <li>• Ability to work under pressure whilst maintaining a positive and creative attitude</li> <li>• To be able to lead a team to success</li> <li>• To maintain the highest professional standards as set out in the 2012 Teacher Standards document</li> <li>• Demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op.</li> </ul>		<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>I</p> <p>A / I</p> <p>I</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Commitment to personal development</li> <li>• Be prepared to work flexibly at all times and</li> </ul>		<p>I</p> <p>I</p>



<div>occasionally outside office hours</div> <ul style="list-style-type: none"><li>● Motivation to work with children</li><li>● Ability to form and maintain appropriate relationships and personal boundaries with children.</li><li>● Emotional resilience in dealing with challenging behaviour.</li><li>● Attitudes to use of authority and maintaining discipline.</li></ul>		<div>I</div> <div>I</div> <div>I</div> <div>I</div>
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

	DATE	NAME	POST TITLE
Moved to new Template	1/9/24	Helen Sharples	HR Manager
REVIEWED			
REVIEWED			