



St Paul's Catholic College

JOB DESCRIPTION

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|------------------------|-----------------|------------------------|--|
| POSITION | Head of MFL | GRADE | |
| DEPARTMENT | MFL Department | RESPONSIBLE FOR | Standard subject teachers in the MFL department and students of key stages 3,4 & 5 |
| REPORTING TO: | Head of Faculty | | |
| HOURS PER WEEK | As Per STPCD | | |
| WEEKS PER ANNUM | As Contracted | | |

JOB PURPOSE

To contribute to the realisation of the College Mission Statement by developing the students allocated to my care so that they maximise their learning and development both academically and socially

MAIN DUTIES AND RESPONSIBILITIES

Leadership

- To lead the department through strategic planning which is supportive of whole school improvement objectives and the Catholic Ethos.
- To create a vision, sense of purpose and pride in the curriculum delivery
- To be responsible for continuously improving the quality of learning and teaching within the MFL Department in line with the whole school direction
- To maintain discipline in the curriculum area, including supporting staff during lessons when appropriate
- To develop and maintain effective methods of communication with team members and colleagues from feeder schools
- To systematically identify and celebrate areas of success for individual teachers, students and the curriculum area
- To plan progression in learning at Department Level, including for students who have special needs and for high achieving students

QUALITY OF TEACHING AND LEARNING

Teaching

- Ensure that the highest possible standards of teaching are achieved within the Department with due regard to the whole school pedagogy and any subsequent developments
- Ensure that colleagues are up-to-date within their subject area
- Promote departmental discussion of teaching methods, so that lessons are engaging, effective and multi-sensory
- Systematic monitoring of teaching standards
- Ensure lesson observations of/by other colleagues within the Department
- Ensure that appropriate work is set, marked with consistency and in line with the school's marking policy, and returned promptly
- Ensure that the school's VLE is kept up to date and fit for purpose in this subject area

- Provide academic and curriculum leadership relating to MFL and ensure that teaching and learning materials are up to date
- Keep records as required of all student work and report progress or otherwise at appropriate team meetings
- Ensure that lessons are clearly structured and managed to maintain pace, motivation and challenge for all students. Ensure that a variety of delivery methods should be used to stimulate learning
- Ensure that staff assess and monitor students' work to provide constructive oral and written feedback and to set targets for students' progress. Assessment should be conducted in accordance with departmental and school policy
- To contribute to raising standards of student attainment.

Learning

- Seek to ensure students reach and exceed their target grades
- Monitor students' competence and confidence in the subject of MFL
- Seek to fulfill the potential in the subject, of each student, of all abilities
- Record students' overall progress in the school
- Analyse assessment data as appropriate, initiating action when students' performance is unsatisfactory
- Develop the use of ICT in the teaching of MFL
- To monitor and support the overall progress and development of students as a teacher and Form Tutor
- To facilitate and encourage a learning experience that provides students with the opportunity to achieve their individual potential.

Liaison/Communication

- To meet regularly and work with the Leadership Team for professional support and development
- To act as the initial person for others to contact regarding all issues relating to the MFL Department
- Along with HoD of Year 7, to liaise with colleagues from feeder schools in order to provide a smooth transition between schools at KS3
- To inform staff about new developments and ideas related to the subject by means of Subject Area meetings etc.
- To provide helpful and accurate responses to parent/carers enquiries
- Provide any information relating to the subject area as might be required by the Head of Faculty
- Report any variations to the agreed class timetable to the appropriate Head of Faculty and obtain permission for any long-term or planned changes
- Attend Faculty, Course, Team or subject area meetings as required
- Attend appropriate external activities and events in order to ensure that the school is at the forefront of development in the subject area.

Welfare of Students

- Support all students by seeking to promote their enjoyment of school, their safety and welfare in and out of school, their choice of a healthy lifestyle, their participation in school based activities and their understanding of life beyond school
- Responsible for safeguarding students at the school

Professional Development

- To provide or organise in-service training relating to all Key Stages for the MFL team (teaching and non-teaching) as appropriate

- To identify development opportunities for staff at within MFL and through external agencies or courses
- To personally keep up to date with developments and new ideas related to all Key Stages

Flexibility

- Be aware of, and responsive to, the changing nature of the school and adopt a flexible and proactive approach to work
- Comply with all School Policies and procedures (eg. Health and Safety and Equal Opportunities) and ensure that these policies are followed by students and reflected in appropriate teaching strategies.
- Attend as required Parents' Evenings, School Open Evenings and other promotional events of the School

Cultural

- St Paul's is a cultural diverse learning and working environment and all employees are expected to promote cultural diversity and equality

The duties and responsibilities of this post cover a wide range, if less than the full responsibilities apply this will be reflected in the grade allocated within the range available.

Job Description Approved byDate.....

Name of the Staff member:

Staff Signature.....(To Acknowledge Receipt of Job Description and Opportunity to Discuss the Matters Contained Within this document)

Date.....

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"