

**BISHOP STOPFORD'S
JOB DESCRIPTION**



SCHOOL

Post:	Head of Modern Foreign Languages
Responsible to:	SLT line manager
Job Purpose:	<ul style="list-style-type: none"> • To provide strong leadership to the MFL Department so that teaching and learning is consistently good or better. • To ensure that all young people make at least expected progress and that ambitious targets for student performance are met in all Key Stages. • To continue to develop an innovative and progressive curriculum in MFL lessons which is supported by a vibrant programme of extracurricular and enrichment activities. • To performance manage robustly all leaders, teachers and support staff in the MFL Department so that ambitious targets are met and there is a clear link between pay and progression.
Key Responsibilities:	<ul style="list-style-type: none"> • To lead the successful delivery of MFL across the School. • To inspire and enthuse members of the team, with a clear vision for the future direction of the MFL Department. • To develop an innovative and progressive curriculum in MFL. • To undertake regular audits and quality assurance checks within MFL to ensure that the highest standards are being achieved in all aspects of the department's work. • To attend, as appropriate, SLT meetings. • To safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and preparation areas. • To lead the development of differentiated schemes of work at KS3, KS4 and at Post-16 so that every young person makes progress in their learning. • To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate. • To lead the department's strategic planning and self-evaluation processes. • To provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate. • To promote and lead on the delivery of all extra-curricular activities in MFL. • To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership. • To co-ordinate the resources of the Department, giving support and guidance to relevant staff. • To complete all administrative tasks in a timely and accurate manner. • To ensure that appropriate arrangements are made for examination entries and statutory requirements. • To contribute to wider whole school policy making as appropriate.

Curriculum Management to include:	<ul style="list-style-type: none"> • To design an appropriate and progressive curriculum in MFL that reflects the ethos of the School and meets the needs of all students. • To make sure that teaching and learning meets the needs of all students including those with additional needs, for example those with a low skill base, hearing or visual impairment and the very able. • To maintain an up to date knowledge of new initiatives and incorporate elements into the MFL strategy as appropriate. • To ensure that all statutory requirements of the National Curriculum are met. • To review, evaluate and improve the design and delivery of the MFL curriculum on an ongoing basis. • To incorporate assessment into all aspects of curriculum planning.
Financial Management:	<ul style="list-style-type: none"> • To be responsible for the completion of the MFL Development Plan so that the Department is appropriately and effectively resourced. • To oversee the department's budget. • To ensure that the use of financial resources has a clear impact on improving student outcomes.
People Management:	<ul style="list-style-type: none"> • To adopt a strong, caring and flexible leadership style as to influence and motivate staff and students to achieve their objectives and those of the School. • To create an environment of open-mindedness, fairness and harmony so that all individuals can achieve their potential. • To work proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes. • To advise the Senior Leadership Team about the recruitment and retention of high-calibre staff. • To implement the School performance management processes so as to provide a positive framework for staff development and achievement. • In conjunction with all staff, organise activities/processes that encourage team development (including parents/carers and community partners). • To ensure that all staff receive departmental induction and fully understand all relevant policies and their implementation. • To make sure that effective, caring policies concerning a broad range of student and staff welfare matters are implemented. • To provide support to staff to enable them to effectively implement the policies of the School and MFL Department. • To monitor and evaluate attendance and absence management policies for MFL staff and students. • To create an environment where there is visible acknowledgement that everyone's contribution is valued.
Developing and maintaining strong community links:	<ul style="list-style-type: none"> • To develop initiatives to outreach to the community. • To assist the SLT line manager to create and implement ways of actively involving parents and carers in the learning process. • To network with secondary schools in Enfield to share best practice. • To facilitate a broad range of activities in conjunction with staff, students and the wider community so as to deepen and broaden learners' experiences in MFL.

Facilities management includes:	<ul style="list-style-type: none"> • To ensure that physical resources to deliver the curriculum are acquired and are maintained effectively. • To make sure that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum. • To ensure that the interior and exterior of the building are maintained to a high standard that reflects the ethos of the School and promotes learning. • To be aware of the need for security and of the importance of implementing Health and Safety policies.
General Administration :	<ul style="list-style-type: none"> • To provide appropriate, accurate and timely management information to enable continuous evaluation of performance. • To check that information required by various external bodies is produced within the given time scale and is of excellent quality. • To design and implement departmental policies that complement School procedures.
Accountability Key Performance Indicators:	<ul style="list-style-type: none"> • To ensure that all teaching is consistently good or better. • To meet aspirational targets at GCSE in relation to student performance • To secure ambitious targets for students on legacy BTEC programmes at Merit and Distinction levels. • To manage the department's financial budget prudently.