



## **Job Description**

### **Head of MFL**

**Salary: MPS / UPS + TLR2b**

**Responsible to:** SLT Link

This post is an opportunity to play a crucial role in ensuring that Bishop Stopford's School becomes an outstanding school. All teaching staff and subject leaders play an integral part in the success and progress of our students. Subject leaders will develop, plan and ensure the delivery of effective and high quality learning experiences for all of our students, ensuring that they have access to the knowledge and skills that they need in order to succeed.

### **Key Responsibilities – Head of MFL**

#### **Leadership and Management**

- Lead and manage a team of staff within the MFL department to ensure high standards of teaching and learning and successful student outcomes
- Develop schemes of work and resources in line with curriculum requirements, which ensure the effective teaching and progress of students within MFL
- Devise assessments which accurately monitor students' knowledge, skills and progress
- Provide up to date and accurate reports on the progress of students and the impact of department strategy as required
- Monitor standards within the department through data analysis, lesson observations, work scrutiny, learning walks and student voice questionnaires
- Identify staff training needs within the department and organise and lead on CPD accordingly
- Help to create a climate in which teachers are motivated and are encouraged to develop their practice
- Take an active role in the school's appraisal process
- Lead by example and be committed to high expectations
- Assist in the day-to-day running of the school
- Maintain a high profile around school
- Uphold and embed a culture that enables students and staff to excel
- Monitor student performance within the department, identify gaps and implement strategies for improvement
- Support with the effective deployment of resources to secure excellent outcomes for all students. Oversee the management and deployment of the department budget
- Have a deep and accurate understanding of the school's effectiveness and strategies for improvement. Devise and review department development plans in line with whole school priorities
- Support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the school's work
- Promote inclusion, equality of opportunity and diversity
- Contribute to the safeguarding of students and promote student welfare
- Contribute and take an active part in curriculum and department meetings and any other key meetings as appropriate

### **Teaching, Learning and Assessment**

- ✓ Demonstrate a secure knowledge of MFL and the MFL curriculum
- ✓ Impart knowledge and develop understanding through the effective use of lesson time
- ✓ Foster and maintain students' interest in MFL and address any misunderstandings
- ✓ Demonstrate an understanding of and take responsibility for promoting high standards of literacy and numeracy
- ✓ Reflect systematically on the effectiveness of lessons and approaches to teaching
- ✓ Contribute to the design and provision of an engaging curriculum within MFL
- ✓ Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively
- ✓ Have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these
- ✓ Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- ✓ Make accurate and productive use of assessment
- ✓ Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- ✓ Make use of formative and summative assessment to plan lessons, adapt teaching and secure students' progress accordingly
- ✓ Maintain accurate records of assessments and use relevant data to monitor progress, set targets, and plan subsequent lessons
- ✓ Give students regular feedback, both orally and through accurate marking, and enable students to respond and develop their learning through this feedback
- ✓ Set home learning tasks and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired

### **Personal Development, Behaviour and Welfare**

- ✓ Promote a love of learning and student's intellectual curiosity
- ✓ Demonstrate an awareness of the physical, social and intellectual development of students, and know how to adapt teaching to support students' education at different stages of development
- ✓ Have clear expectations and routines for behaviour and learning in classrooms in line with the school's behaviour policy
- ✓ Take responsibility for promoting good and courteous behaviour in classrooms, within the department and around the school, in accordance with the school's behaviour policy
- ✓ Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them
- ✓ Maintain good working relationships with students
- ✓ Establish a safe and stimulating environment for students, rooted in mutual respect
- ✓ Demonstrate consistently the positive attitudes, values and behaviour which are expected of students.
- ✓ Promote and develop students' social, moral, spiritual and cultural awareness and core British values within lessons, the department and around school

### **Student Outcomes – Progress and Achievement**

- ✓ Promote good progress and outcomes by students
- ✓ Are accountable for students' attainment, progress and outcomes
- ✓ Have an awareness of the target grades of all students that they teach and use assessment strategies to track progress effectively
- ✓ Set goals that stretch and challenge students of all backgrounds and abilities

- ✓ Monitor the progress of key groups within each class and across the department including those who are pupil premium, SEN and LAC (looked after children)
- ✓ Contribute to department strategies to raise achievement and progress
- ✓ Prepare students for assessments and maintain an up to date awareness of assessment changes and success criteria
- ✓ Guide students to reflect on the progress they have made
- ✓ Encourage students to take a responsible and conscientious attitude to their own work and study
- ✓ Complete progress reports to parents as per the school policy
- ✓ Provide regular information on the progress of students within classes/the department as required

#### **General Duties**

- Carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- Undertake the role of a tutor, taking responsibility for the pastoral and academic progress of students within your form class
- Uphold and promote the ethos and Christian values of the school
- Make a positive contribution to the wider life and ethos of the school
- Uphold and follow the policies of the school
- Be a representative of the school
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Attend all whole school training and INSET
- If new to teaching, undertake the appropriate induction training and mentoring programmes
- Ensure the well-being and safety of students and follow the safeguarding protocol at all times
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Deploy support staff effectively
- Communicate effectively with parents with regard to students' achievements and well-being
- Maintain professionalism at all times

The postholder must be flexible to ensure that the operational and strategic needs of the school are met.

#### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Enfield. All employees are expected to understand and promote equality and diversity in the course of their work.

#### **SAFEGUARDING CHILDREN**

Bishop Stopford's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

**Name:**

**Signature:**

**Date:**