



Head of Modern Foreign Languages

Queen Elizabeth's Grammar School Ashbourne Academy

An exciting opportunity has arisen for an outstanding practitioner to be the Head of Modern Foreign Languages across all year groups 7-13, at Queen Elizabeth's Grammar School Ashbourne Academy. The successful candidate will have the opportunity to develop an established team of colleagues. As the Head of MFL, you will be accountable for student progress and development within the curriculum area and specified year groups. You will be committed to developing teaching and learning strategies, and refining assessment methods. You will be an excellent communicator, who works in partnership with colleagues, students and parents to create a high performance-learning environment that delivers educational excellence.

QEGSMAT is a growing group of academies based in Derbyshire, Derby City and Staffordshire. Established at the start of 2017, our Trust provides the best possible educational outcomes for all children and young people to develop and thrive in an environment, which supports students and the community.

At QEGSMAT we believe and promote that exceptional teachers create exceptional results; they transform lives and transform futures. They support every student to achieve their full potential and become a confident, resilient and compassionate individual who can make a positive contribution to society. We believe that exceptional teachers like you should be supported too, with all the opportunities you need to develop your career and achieve your goals to build for your future.

We're committed to providing first-rate training and development to all of our teaching staff, as well as excellent career advancement opportunities within this evolving Trust. You will find high expectations here too; we expect the kind of exemplary conduct from students that allows our teachers to do their jobs as effectively as they can.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting new project, please visit www.qegsmat.com where you will also find the job description and application form. Alternately, you can contact us at hr@qegsmat.com

Closing date for applications: Friday 4th May 2018

Provisional Interview date: Friday 11th May 2018

Actual Salary: Main Pay Range (post-threshold Upper Pay Range) & TLR 1.1 (£7,699)

Potential Start date: 1st September 2018



JOB DESCRIPTION

Post Title:	Head of Modern Foreign Languages
Reporting to:	Assistant Headteacher
Responsible for:	Teaching staff and other relevant personnel within the curriculum area
Scale:	Main Pay Range (post-threshold Upper Pay Range) & TLR 1.1
Disclosure Level:	Enhanced

PURPOSE OF THE POST:

- Raise standards of student attainment and achievement within all specific year groups in the MFL curriculum and to monitor and support student progress;
- Be accountable for student progress and development within all specific year groups in the MFL curriculum area;
- Develop and enhance the teaching practice of others;
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying all aspects of all specific year groups in MFL, in accordance with the aims of the school and the curricular policies determined by the Trust and Head of the Academy;
- Be accountable for leading, managing and developing all specific year groups in the MFL courses
- Effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area to support all specific year groups in the MFL courses.

Main Duties

Operational/ Strategic Planning

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in all specific year groups in the MFL curriculum area;
- The day-to-day management, control and operation of course provision with all aspects of all specific year groups in the MFL curriculum area, including effective deployment of staff and physical resources;
- Actively monitor and follow up student progress;

- Implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH etc.;
- Work with colleagues to formulate aims, objectives and strategic plans for all aspects of all specific year groups in the MFL curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School;
- Lead and manage the business planning function of all aspects of all specific year groups in the MFL curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students within the curriculum area, including School Improvement Plan/Curriculum Area Improvement Plan and the aims and objectives of the School;
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the subject area are in line with national requirements and are updated where necessary, therefore liaising with the School's Site Manager.

Curriculum Provision

- Liaise with the Assistant Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the School Improvement Plan;
- Be accountable for the development and delivery of all aspects of all specific year groups in the MFL curriculum area;
- Ensure continuity and progression of learning across all aspects of all specific year groups in the MFL curriculum area.

Curriculum Development

- Lead curriculum development for all aspects of all specific year groups in the MFL curriculum area;
- Keep up to date with national developments in all aspects of all specific year groups in the MFL curriculum area and teaching practice and methodology;
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels;
- Liaise with the Assistant Headteacher to maintain accreditation with the relevant examination and validating bodies;
- Be responsible for the development and implementation of the national strategy within all aspects of all specific year groups in the MFL curriculum area, including literacy, numeracy and ICT across the curriculum.

Staffing

Staff Development:

Recruitment/ Deployment of Staff

- Work with the Assistant Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs;
- Be responsible for the efficient and effective deployment of any Curriculum area support staff;

- Undertake Appraisals and to act as appraiser for members of staff within the designated curriculum area;
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curriculum area liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the curriculum area;
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures;
- Promote teamwork and to motivate staff to ensure effective working relations;
- Participate in the school's Initial Teacher Training programme as and when applicable;
- Be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model.

Quality Assurance:

- Ensure the effective operation of quality control systems;
- Establish the process of the setting of targets within all aspects of all specific year groups in the MFL curriculum area and to work towards their achievement;
- Establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all subject area within the curriculum area;
- Contribute to the School procedures for lesson observation;
- Implement School quality procedures and to ensure adherence to those within the curriculum area;
- Monitor and evaluate all aspects of all specific year groups in the MFL curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria;
- Actively seek and implement modification and improvement where required;
- Ensure that the Curriculum area's quality assurance procedures meet the requirements of the Self Evaluation Form and the School Improvement Plan.

Management Information

- Ensure the maintenance of accurate and up-to-date information concerning all aspects of all specific year groups in the MFL curriculum are on the management information system;
- 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 progress on the action taken;
- Produce reports within the quality assurance cycle for all aspects of all specific year groups in the MFL curriculum area;
- Produce reports on examination performance, including the use of value-added data;
- Conjunction with the Assistant Headteacher, to manage all aspects of all specific year groups in the MFL curriculum area collection of data;
- Provide the Senior Leadership with relevant information relating to all aspects of all specific year groups in the MFL curriculum area performance and development.

Communications

- Ensure that all members of the curriculum area are familiar with its aims and objectives;
- Ensure effective communication/consultation as appropriate with the parents of students;
- Liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies;
- Represent the Curriculum area's views and interests.

Marketing and Liaison

- Contribute to the School liaison and marketing activities, e.g. the collection of material for press releases;
- 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;
- Actively promote the development of effective subject links with external agencies.

Management of Resources

- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Pastoral System

- Monitor and support the overall progress and development of students within all aspects of all specific year groups in the MFL curriculum area;
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary;
- Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description;
- Contribute to Citizenship within the Wellbeing framework;
- Ensure behaviour and rewards are implemented in the curriculum area so that effective learning can take place.

Teaching

Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. (Ref: Job Description – Teacher)

Additional Duties

To play a full part in the life of the school community, to support its distinctive ethos and to encourage and ensure staff and students to follow this example.

Other Specific Duties

- Continue personal development as agreed;
- Engage actively in the performance review process;
- 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;

This job description is current at the date shown (April 2018); but, in consultation, may be changed by the Executive Headteacher/Trust to reflect or anticipate changes in the job commensurate with the scale and job title.

Print Name _____

Signature _____

Date _____



Queen Elizabeth's Grammar School Ashbourne Academy

PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	<p>Honours degree or equivalent</p> <p>Teaching qualification</p> <p>Involvement in recent professional development</p>	Evidence of relevant and ongoing CPL	Certificates
Skills	<p>Be highly competent teacher</p> <p>Be familiar with a variety of teaching and learning styles</p> <p>Be able to motivate and earn the respect of students of all abilities</p>	Leadership and Management	<p>Application form</p> <p>Interview</p> <p>Observation</p>
Knowledge	<p>Subject and curriculum knowledge</p> <p>Planning for students across the ability range</p> <p>Using formative and summative assessment to improve student outcomes</p>	<p>New GCSE Specifications</p> <p>Knowledge of current issues and recent developments in the curriculum area</p>	<p>Application form</p> <p>Interview</p> <p>Observation</p>

Experience	<p>Teacher of a Modern Foreign Language at GCSE and A' Level</p> <p>Experience of 11-18 age range</p> <p>Familiarity with exam board assessment and procedure</p> <p>Responsibility for developing and/or leading course components</p> <p>ICT Literate</p> <p>Experience of recent curriculum development</p> <p>Involvement in teaching examination classes</p>	Experience of leading a department	Application form Interview
Personal Qualities	<p>Have an enthusiasm for the subject and the ability to enthuse students</p> <p>Have a capacity for hard work</p> <p>Be able to work co-operatively with team members</p> <p>Show initiative and enthusiasm for their subject</p> <p>Have an interest in Information Technology and its applications to education</p> <p>Be keen to make an extra-curricular contribution</p> <p>Ability to challenge discriminatory practice</p> <p>A commitment to comprehensive education</p> <p>A commitment to equal opportunities</p> <p>A concern to help each child develop their full potential</p>		Application Interview

Print Name _____

Signature _____

Date _____