

Harrytown Catholic High School



Job Description

Head of Subject: Modern Foreign Languages (French and Spanish)

Responsible to: Head of Communications Faculty

General Duties

- Ensure an outstanding Catholic educational experience for all pupils
- Continuously meet at least the minimum standards outlined in the DfE's Teacher Standards
- Comply with school policies and procedures
- Attend staff meetings, INSET days, Parents' Evenings and any other functions or meetings required
- Take responsibility for completing CPD and keeping up to date with developments relating to subject matter
- Establish effective working relationships with colleagues and set a good example for pupils through a high level of professionalism

Teaching and Learning

- Set high expectations which inspire, motivate and challenge pupils by establishing a safe and stimulating environment
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Promote good progress and outcomes for pupils by being accountable for pupils' attainment, be aware of pupils' capabilities and prior knowledge, and demonstrate knowledge and understanding of how pupils learn and how this impacts teaching
- Demonstrate strong subject and curriculum knowledge and use this to secure learning in the classroom
- Maintain an up-to-date knowledge and understanding in the subject and curriculum areas, and promote the value of scholarship
- Make good use of lesson time to promote and develop a love of learning and reflect systematically on the effectiveness of lessons and approaches to teaching
- Lead the design and provision of an engaging curriculum within MFL
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment and provide effective feedback
- Manage behaviour effectively to ensure positive and safe learning environment in accordance with the behaviour policy
- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

"I can do all things through him who strengthens me" Philippians 4:13

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Leadership

- Take lead accountability for pupil progress in MFL
- Be responsible for leading, managing and developing the school's provision in MFL
- Help to improve teaching across the subject area, e.g. through securing professional development opportunities for teaching staff
- Ensure that the subject curriculum is broad, balanced, challenging and inclusive
- Take lead responsibility for effectively managing and deploying teaching and learning resources across the subject area to enhance the curriculum
- Assist the enhancement of other staff member's teaching practices across the subject area, e.g. through lesson observation and feedback
- Monitor pupils' behaviour, attendance, progress and performance in the subject area
- Ensure the collection and maintenance of accurate and up-to-date information concerning the department
- Lead the implementation of relevant cross-curricular links in collaboration with other subject leaders
- Set targets, monitor, evaluate and review staff achievement and progress

School Ethos and Culture

- Be a Form Tutor to an assigned group of pupils
- Promote the ethos of our school and maintain prayer and worship as being central foci during Form time
- Promote the general progress and well-being of individual pupils and of the Form Group as a whole
- Communicate, as appropriate, with parents/carers of pupils
- Contribute to the delivery of the personal development curriculum

Personal and Professional Conduct

- Be responsible for knowing and/or finding out what the key features of professional practice are and keep abreast with latest developments through appropriate professional reading
- Operate at all times within the stated policies and practices of the school
- Take account of wider curriculum developments
- Establish effective working relationships with colleagues, parents, governors and other stakeholders and set a good example through your presentation and personal and professional conduct
- Participate in and organise extracurricular activities, such as outings, social activities and sporting events
- Contribute positively and effectively to the school's journey of continuous improvement

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As part of the conditions of employment, the post holder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the Headteacher. These duties are not exhaustive or exclusive and may be varied provided that any other duties are appropriate to the grading level of the post.

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