

## Job Description

**Post** Head of Modern Foreign Languages (French and Spanish)

**Accountable to** SLT responsible for Modern Foreign Languages

**Line manage** Modern Foreign Languages Teachers

### Overall purpose of the job

The HoD is the curriculum manager who shares with the SMT the school's responsibility for delivering the curriculum to pupils within a designated subject area, ensuring that each pupil receives the subject content knowledge and skills they need in ways that allow them to achieve their full potential.

### Duties and responsibilities

To manage the teachers in the department and provide the structure for them to deliver the curriculum to year 7 to 10 and to assess and monitor the departments impact in relation to the Academy's targets.

To monitor the procedures and routines of the Academy and ensure they are followed by all teachers

To provide the guidance, advice and coaching that those teaching Modern Foreign Languages need in order to teach high quality lessons to classes of pupils in year 7 to 10, and which lead to better than expected outcomes for pupils.

To be responsible for ensuring on behalf of the Academy that it is abreast of the relevant specifications and examination requirements and that teachers of Modern Foreign Languages are fully conversant with these specifications and requirements.

To track and monitor the progress of Pupils in Modern Foreign Languages and ensure timely interventions are made as needed.

To manage the resources of the department and look for ways to enhance them

To carry out the analysis of performance data for Modern Foreign Languages and to develop improvement and action plans.

To plan and teach potentially outstanding French and Spanish lessons to all year groups following the agreed departmental schemes.

To provide meaningful feedback to pupils on their progress to help them to improve.

To comply with the Teachers' Standards.

To Lead team meetings and co-planning.

To be part of a pastoral team including being a form tutor if so required.

To uphold the Academy's disciplinary rules and staff code of conduct.

To follow the Academy's health and safety requirements.

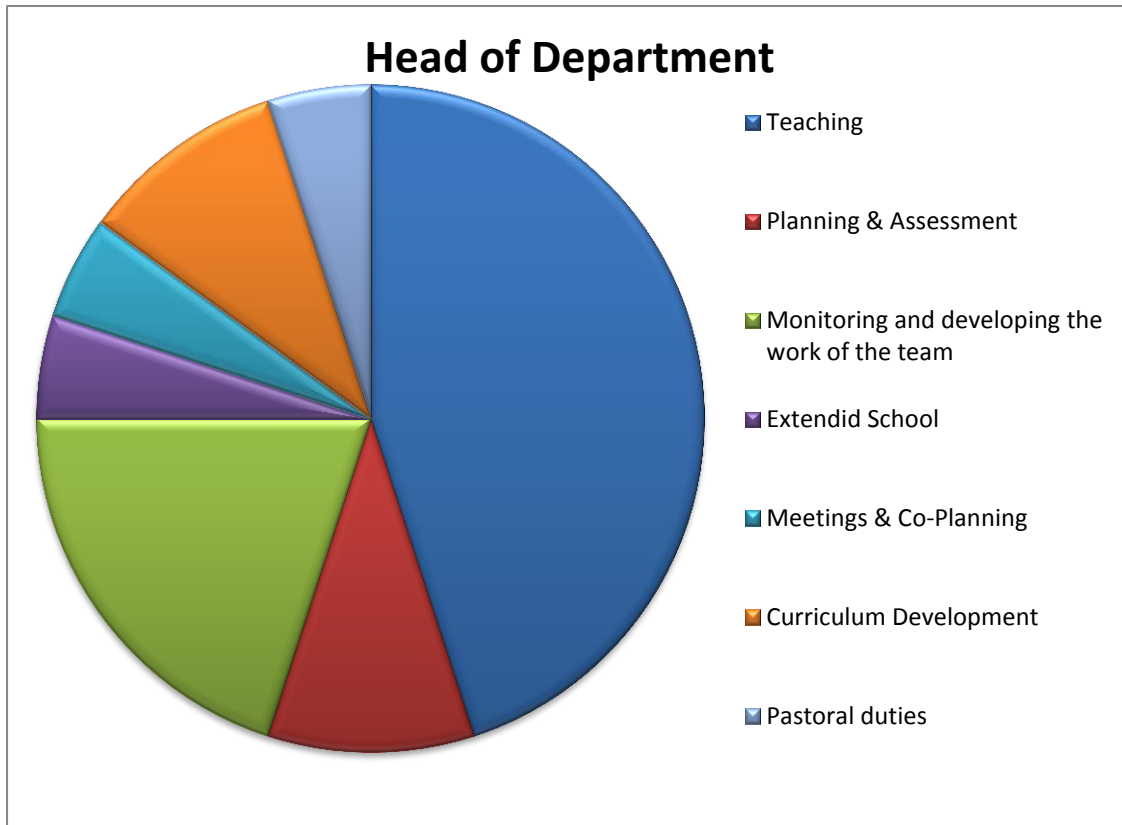
To be committed to safeguarding and promoting the welfare of children and young people and to follow the relevant policies and procedures.

To contribute to the maintenance of a caring and stimulating environment for young people

To always act in accordance with the statutory frameworks that set out how the Academy must operate.

To carry out any other reasonable duties within the scope of the post as directed by the Headteacher.

**Indicative percentage of time spent on areas of work**



Date of issue: .....

Signature of Post holder: .....

Signature of Headteacher: .....