

# NORTH CESTRIAN SCHOOL

## Head of MfL Faculty

### Job Description

Post Title:	Head of Modern Foreign Languages
Underlying Purpose:	<ul style="list-style-type: none"> <li>• Support the Cestrian ABC vision and mission statement of the School</li> <li>• Attend, participate in, and manage where appropriate Open Evenings and events involving pupil performance</li> <li>• Uphold the School's behaviour code and uniform regulations</li> <li>• To raise standards of pupil attainment and achievement within the relevant curriculum area and to monitor and support pupil progress.</li> <li>• To be accountable for pupil progress and development within the faculty.</li> <li>• To develop and enhance the teaching practice of others.</li> <li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school; the 'Cestrian Way'</li> <li>• To be accountable for leading, managing and developing the curriculum area.</li> <li>• To manage effectively and deploy teaching/support staff, financial and physical resources within the faculty to support the designated curriculum portfolio.</li> <li>• Be an active member of the NCS Senior Management Committee and take initiative on all applicable outcomes</li> </ul>
Purpose:	
Reporting to:	Academic Director
Responsible for:	Subject teachers within the faculty, support staff and other relevant personnel within the faculty.
Liaising with:	Academic Director, Head/Deputy, other Heads of Faculties, Pastoral staff and relevant staff with cross-school responsibilities, relevant non-teaching support staff, Trust staff, parents.
Working Time:	Full-time.
Salary/Grade:	Within TLR 2 range      Currently 4663 6 Extra non-contact periods per academic fortnight
Operational/ Strategic Planning	<ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabi, resources, schemes of work, knowledge maps, marking policies, assessment and teaching and learning strategies in the faculty.</li> <li>• To oversee arrangements for pupils sitting an additional GCSE in their home language, including liaison with the Academic Director and Exams Officer.</li> <li>• The day-to-day management, control and operation of course provision with the faculty, including effective deployment of staff and physical resources.</li> <li>• To actively monitor and follow up pupil progress.</li> <li>• To implement School Policies and Procedures</li> </ul>

	<ul style="list-style-type: none"> <li>To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.</li> <li>To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager and site staff.</li> </ul>
Curriculum Provision:	<ul style="list-style-type: none"> <li>To liaise with the Academic Director to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.</li> <li>To liaise with the Academic Director and Exams Officer to facilitate speaking test and associated GCSE examinations.</li> <li>To be accountable for the development and delivery of subjects within the faculty.</li> </ul>
Curriculum Development:	<ul style="list-style-type: none"> <li>To lead curriculum development for the whole faculty.</li> <li>To keep up to date with national developments in the subject areas and teaching practice and methodology as agreed in the Cestrian Way</li> <li>To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>To liaise with the Academic Director to maintain accreditation with the relevant examination and validating bodies.</li> <li>To ensure that the development of subjects is in line with national developments.</li> </ul>
<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> <li>To work with the Academic Director to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>To be responsible for the efficient and effective deployment of any of the Faculty's teaching assistants – to liaise with SENCO and Lead pupil behaviour</li> <li>To undertake Performance Management Review(s) for a group of staff within the faculty.</li> <li>To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the cover supervisor and Deputy Head</li> <li>To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>To promote teamwork and to motivate staff to ensure effective working relations within the school and across the Trust and NCS Governors (e.g. with faculty member, Middle and Senior leaders)</li> <li>To participate in the school's ITE / ECT programme.</li> <li>To be responsible for the day-to-day management of staff within the faculty and act as a positive role model.</li> </ul>
Quality Assurance:	<ul style="list-style-type: none"> <li>To ensure the effective operation of quality control systems including work scrutiny, lesson observations, formative and summative assessment, intervention and stakeholder voice.</li> <li>To establish the process of the setting of targets within the faculty and to work towards their achievement.</li> <li>To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the faculty, compliant with the Cestrian Way</li> <li>To contribute to the School procedures for lesson observation.</li> </ul>

	<ul style="list-style-type: none"> <li>• To implement School quality procedures and to ensure adherence to those within the faculty.</li> <li>• To monitor and evaluate the curriculum area in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation and Development Plan.</li> </ul>
Management Information:	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports within the quality assurance cycle for the faculty e.g. For each data capture point</li> <li>• To produce reports on examination performance, including the use of value-added and cohort data.</li> <li>• In conjunction with the relevant Director or Deputy Head, to manage the Faculty's collection of data.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• To ensure that all members of the Faculty are familiar with its aims and objectives including organising and reporting on meetings held</li> <li>• To ensure effective communication/consultation as appropriate with the parents of pupils, including parents' evenings</li> <li>• To liaise with partner schools in the Trust, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies as appropriate.</li> <li>• To represent the Faculty's views and interests.</li> </ul>
Marketing and Liaison:	<ul style="list-style-type: none"> <li>• To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases, contributions to newsletter, open evening events</li> <li>• To 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.</li> <li>• To actively promote the development of effective subject links with external agencies. E.g. exam boards, professional associations</li> </ul>
Management of Resources:	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To work with the Deputy Head and Academic Director in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed.</li> <li>• To carry out, with the H&amp;S Officer, appropriate risk assessments to ensure staff and pupil safety</li> </ul>
Pastoral System:	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of pupils within the faculty.</li> </ul>

	<ul style="list-style-type: none"> <li>• To monitor pupil attendance together with pupils' 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.</li> <li>• To act as, or support, a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>• To ensure good order in the faculty to allow effective teaching to take place</li> <li>• Ensure that the Behaviour Policy of the school is effectively deployed in the subject areas</li> <li>• Support colleagues in their teaching and behaviour management as reasonably appropriate.</li> </ul>
Teaching:	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher and obtain results commensurate with those expected of a role model i.e. positive residuals.</li> </ul>

The above list is indicative and not exhaustive.

NCS is an equal opportunities employer.