



Ifield Community College Job Description

Job Title: Head of MFL

Reporting to: SLT

Role Purpose: Responsibility for teaching and learning in MFL lessons and the development of language skills across all year groups. To take responsibility for leading, developing and enhancing the teaching practice of other staff in the MFL team. This job description describes the additional responsibilities for this post and should be read alongside the job description of a classroom teacher.

- Ensure that relevant teaching and learning objectives are used to plan SOW and these are available on the school network
- Provide all students with opportunities for success and challenge by using feedback effectively across MFL to ensure they make rapid progress
- Ensure students are given opportunities to learn to read, write and communicate effectively across MFL
- Ensure appropriate teaching resources are available for other teachers to enable all students to make good progress
- Make appropriate use of a range of monitoring and assessment strategies to ensure students are making progress – this includes the analysis of data, scrutiny of work and observation of lessons
- Report student attainment, progress and attitude to learning in line with whole school policy
- Support other teachers in relation to developing students' skills and in developing their practice
- Support MFL staff in implementing school behaviour management policy
- Support the professional development of the MFL team in line with the school aims and development priorities providing professional development for other staff regarding developing literacy skills
- Produce development plans in line with whole school development priorities.
- Implement all other whole school policies across the MFL area/s
- Co-ordinate extra-curricular activities to support learning for pupils in MFL

Role Tasks:

- To lead, monitor and evaluate MFL development

- Support and monitor the performance of teachers who teach in MFL and provide advice for colleagues in other teams
- Act as Performance Manager for MFL staff
- Monitor the implementation of whole school policies within MFL for example setting homework, marking etc.
- Work with the Senior Leadership Team in developing whole school literacy practice
- Support the Senior Leadership Team in exercising their leadership and management
- Attend management meetings as required
- Manage a capitation budget

Person Specification Head of MFL

Essential Criteria	Desirable Criteria	Evidence
<u>Education and Qualifications:</u> Good honours degree or equivalent. DFE recognised teaching qualification in secondary, primary or UPLS. Relevant professional development.	Evidence of further related professional development NPQML, NPQSL etc. Evidence of leading learning development of students successfully	Certificates, records of training
<u>Experience:</u> Experience of successful teaching. Experience of teaching which is targeted at improving literacy levels.	Experience of leading other colleagues	Application, interview
<u>Skills and ability:</u> Good classroom practitioner. Experience of developing music skills in students.	Outstanding classroom practitioner. The skills of leading groups of staff in improving their practice.	Reference, interview
<u>Disposition/Attitude:</u> Positive approach to students and staff. 'Can do' attitude.	Aspiration for future school leadership.	Application, interview

<p>Belief that all students can progress and achieve.</p> <p>Positive and developmental approach to colleagues.</p>		
<p><u>Commitment and other requirements:</u></p>		