



Job Description

Head of MFL

The post-holder is responsible to the Deputy Headteacher

'Teach the children with all kindness and gentleness possible.'

Marie Madeleine D'Houet (1781 – 1858)

'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'

FCJ Education: Our Vision and Values (2013)

Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students learning in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet.

GRADE: M/UPR REPORTING TO: Deputy Headteacher

MAIN JOB PURPOSE

- Direct and oversee a coherent and progressive MFL education programme for all pupils from Year 7 to 6th Form, ensuring the highest standards of teaching and learning are achieved.
- Communicate a passion for learning, with a flexible and imaginative approach to teaching and the management of people and processes.
- In accordance with our Mission Statement and our FCJ values, to play an important role in the delivery of high quality teaching and learning opportunities for all pupils of Bellerive FCJ Catholic College

CORE DUTIES

- To support the Catholic, FCJ ethos of our school
- To provide leadership and direction and ensure that the development is managed and organised to meet the aims and objectives of the department
- To have responsibility for securing high standards of teaching and learning in the department as well as playing a major role in the development of school policy and practice.
- To ensure that practices improve the quality of education provided, meet the needs and aspirations of all students, and raise standards of achievement.
- To support, guide and motivate teachers within the department.
- To evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff, to inform future priorities and targets.
- To ensure the production and maintenance of appropriate schemes of work and policies for the department, and to implement within them whole school policies.
- To encourage the development of a suitable range of appropriate and varied teaching styles in the department.
- To ensure that student progress in the department is regularly reviewed, assessed and recorded and ensure that appropriate homework is being set and marked.
- To accept responsibilities for pastoral referrals within the department and to liaise on such matters with Heads of Year and other concerned colleagues.
- To be responsible for the allocation of resources for the department, maintaining inventories and ensuring the security of equipment.
- To be responsible for the area budget and ensuring that finances are administered in accordance with school procedures.
- To keep up to date with national developments in the subject area and teaching practice and methodology.

- To actively monitor and respond to the curriculum development and initiatives at national, regional and local levels.
- To be responsible for the production of reports and examination performance, including the use of value added data.
- To track and monitor levels of progress.
- To ensure that health and safety policies and practices, including risk assessments, are in line with local and national requirements.
- To undertake performance management review(s) and to act as reviewer for an identified group of teaching staff.
- To participate, when required, in the school's ITT programme.
- To participate in the interview process for teaching posts within the department when required.
- To carry out any other duties which may be reasonably required by the Deputy Headteacher, in line with the grading of the post.
- To train and act as a first aider

Training and development

- Have ambition for your own continuous professional development and for the professional development of colleagues
- Engage in regular communication with colleagues from other schools

Safeguarding

- The Governing Board is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be keenly aware of the responsibility for safeguarding children
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Additional Requirements

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and of the school.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management process.
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.
- This post is subject to an enhanced Disclosure & Barring Service check

PASTORAL DUTIES:

- be a Form Tutor to an assigned group of students
- promote the general progress and wellbeing of individual pupils and of the form tutor group as a whole
- liaise with the Year Heads and Head of Sixth Form to ensure implementation of the school's pastoral system
- register pupils, accompany them to assemblies, encourage their full attendance and their active participation in all aspects of school life
- contribute to the preparation of school reports

OTHER INFORMATION

- This Job Description sets out the major duties and other tasks associated with the stated purposes of the post. Other duties of a similar nature appropriate to the level of responsibility vested in the post and undertaken within the school are not excluded simply because they are not itemised.
- The duties of the post could vary from time to time resulting from new legislation or changes in school policy or priorities, and in this case appropriate training may be given to enable the post holder to undertake the new or varied work.

March 2024