

Queen Elizabeth II High School Job Description

Title of post:	Head of Modern Foreign Languages (MFL)
Status:	TLR1a
Accountable to:	Assistant Head
Accountable for:	Teachers in MFL, including Heads of French and German

Preamble

All teachers are subject to the 'Isle of Man Department of Education Conditions of tenure and sick pay regulations for the employment of teachers'. This job description should be read in conjunction with that document and the threshold standards. Job descriptions are subject to annual review and specific responsibilities will change to take account of the school development plan and the professional development of staff.

All teachers are form tutors, promote the school ethos and health and safety and contribute to continuous school improvement.

Purpose of the job

The purpose of this post is to ensure the continued delivery of high-quality teaching and learning. As a senior member of staff, the Head of MFL is a member of Academic Board and expected to attend meetings regularly. The post holder is accountable for:

- Leading, managing and developing the MFL curriculum; and leading and managing pupil development across MFL
- The impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils, in MFL
- Leading, developing and enhancing the teaching practice of other staff, namely teachers of MFL.

General responsibilities

1. leading, managing and developing MFL; leading and managing pupil development across MFL by:

- Providing strategic direction for the MFL department
- Managing and developing the curriculum
- Ensuring good curriculum and lesson planning
- Being responsible for implementing, monitoring and evaluating a subject improvement plan
- Managing the resources and learning environment to promote high standards of teaching and learning;

2. the impact on the educational progress other than the teachers' assigned classes or groups of pupils including:

- Monitoring, interpreting and acting upon data analysis to raise standards/performance in MFL;
- Leading and managing an agreed approach to personalised learning to meet the specific needs of pupils;
- Liaising with colleagues within and beyond the school to maintain and improve pupil progress and behaviour
- Ensuring high standards of assessment and of reporting pupils' progress to parents.

3. leading, developing and enhancing the teaching practice of other staff in MFL by:

- Maintaining, developing and promoting professional standards and school policies;

- Acting as an excellent role model for colleagues to promote school values and ethos;
- Coaching and mentoring staff in order to develop their pedagogical skills and knowledge
- Monitor, observe and evaluate lessons and teaching standards
- Co-ordinate meetings to disseminate information and evaluate teaching and learning
- Ensure that high standards of teaching and learning including assessment and homework are set and maintained across the age and ability range.

Specific responsibilities:

- Be a member of the School Board and advise on curriculum and staffing issues
- Ensure the implementation of school ethos and policies within the subject
- Contribute to the development of the curriculum by keeping abreast of recent developments both within and beyond the subject
- Support cross-curricular and cross-phase links to promote learning
- Lead subject team meetings to ensure effective communication within the subject and with other areas of the school
- Line manage teachers in the subject
- Deployment of staff within the subject timetable
- Assist in the recruitment and continuing professional development of staff of the subject
- Contribution to appraisal of all teachers and support staff within the subject
- Act as team leader for specific teachers
- Ensure schemes of learning and lesson plans promote student achievement
- Monitor homework and assessment within the subject
- Quality assurance for reports in the subject
- Support subject staff with maintenance of good behaviour and use of rewards, display, extracurricular activities etc. to encourage a culture of success
- Organise opportunities for links with students in German and French speaking countries or visits to such countries
- Ensure effective liaison with parents regarding students' progress in the subject
- Liaise with other staff to share relevant information about students' learning and assessment and examinations entry
- Maintain records of student learning, lesson observations and other data to support school self-evaluation.

SAFEGUARDING

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must

report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

**Queen Elizabeth II High School
Person Specification**

Title of post: Head of Modern Foreign Languages (MFL)
Status: TLR1a
Accountable to: Assistant Head
Accountable for: Teachers in MFL, including Heads of French and German

Attributes	Essential or Desirable	Method of Assessment
Qualifications		
An honours degree or equivalent in French or German or related subject.	E	CV/Pre-Employment Checks
Qualified Teacher Status	E	CV/Pre-Employment Checks
Experience		
Substantial successful teaching experience of French and German in a mixed secondary school across the age and ability range.	E	CV
Experience of using online learning platforms.	E	CV/Interview
Experience of teaching A Level French and/or German.	E	CV/Interview
Aware of educational data and its use in target setting.	E	CV/Interview
A proven track record of achieving high standards against attainment in KS4 and/or 5.	E	CV/Interview
Experience of working in a successful team, promoting whole improvement.	E	CV/Interview
Successful experience of working with parents.	E	CV/Interview
Demonstrable impact of teaching or leadership on students' progress in MFL.	E	CV/Interview
Experience of coaching and mentoring staff.	D	CV
Experience of curriculum development.	E	CV/Interview
Experience of strategic planning.	D	CV/Interview
Experience of leading change in schools.	D	CV/Interview
Knowledge and Skills		
Knowledge of the national curriculum in MFL and 14-19 education and examinations in MFL.	E	CV/Interview
Knowledge of pedagogy.	E	CV/Interview
Ability to use ICT to support teaching and learning.	E	Interview
Ability to interpret statistical data.	E	CV/Interview

Knowledge of appraisal.	E	CV/Interview
Knowledge of inclusion strategies.	E	CV/Interview
Ability to prioritise, plan and organise self and others.	E	CV/Interview
Excellent numerical and verbal skills.	E	CV/Interview
Knowledge of Health and Safety requirements related to teaching MFL.	E	Interview
Knowledge of school self-evaluation and improvement strategies.	E	Interview
Ability to lead continuing professional development.	D	CV/Interview
The ability to contribute to wider aspects of school life.	E	CV/Interview
Personal Qualities		
Sympathetic and consistent approach to dealing with young people.	E	CV/Interview
Willing and able to innovate.	E	CV/Interview
Enthusiasm for teaching and learning.	E	CV/Interview
Efficient administrator.	E	Interview
Problem-solving approach.	E	Interview
Ability to work under pressure.	E	CV/Interview
Diplomacy and excellent interpersonal skills.	E	Interview
Commitment to high professional standards and continuing professional development for self and others.	E	CV/Interview
Ability to lead, motivate, challenge and empower others.	E	CV/Interview
Willingness to contribute to extra-curricular opportunities for young people.	E	CV/Interview
Resilience.	E	CV/Interview
Ability to foster an open, professional culture and manage conflict.	E	CV/Interview
Ability to challenge poor performance and demonstrate the principles and practice of effective teaching and learning.	E	CV/Interview
Ability to represent the school.	E	Interview
Circumstances/Interests		
Commitment to the welfare of young people.	E	CV/Interview
Commitment to the ethos and values of the School.	E	CV/Interview
Commitment to continuous improvement.	E	CV/Interview
Commitment to principles of inclusion.	E	CV/Interview
Satisfactory Police Check.	E	Pre-Employment Checks