

Job Description: Head of MFL

Reporting to:	Vice/Assistant Principal
Location:	Ark Alexandra Academy, Hastings, East Sussex
Contract:	Permanent
Working Pattern:	Full Time
Salary:	Outside London Leadership points 3-7 (£43,781 - £48,412)

The Role

As Head of MFL, you will lead, develop and manage the effective delivery of an outstanding curriculum, which enables the highest level of student progress and attainment. You will lead the professional community of MFL teachers and promote outstanding teaching and learning and a strong school culture within a nurturing and rigorous environment.

Key Responsibilities

Leadership and Management

- Lead, develop and line manage the department's staff, through the provision of CPD, inset training days, supervising NQTs, ITT students and support staff, etc.
- Monitor, evaluate and continually improve the quality of planning, teaching, and assessment of all members of the MFL team
- Manage departmental budget and resources effectively and efficiently
- Lead behaviour management in the department, securing strong routines for learning, consistent with the academy's policy, and liaising with tutors and parents when necessary
- Develop strong partnerships and ensure regular communication with parents and carers

Improving Teaching & Learning

- Model outstanding teaching and lead collaborative planning and development, including the sharing of resources and best practice within the department
- Be responsible for tracking student progress across the department, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies and using the data to monitor the performance of subject staff
- Be accountable for student progress in MFL across the school at all key stages, ensuring that all students achieve results in line with, or better than, value-added predictions
- Monitor the work of the department through rigorous and regular lesson observations, work scrutinies, and provide detailed, constructive feedback
- Monitor the identification of and provision for students with individual needs, and develop differentiated learning and teaching methods and schemes of learning
- Liaise with other department heads on a regular basis to ensure curriculum and learning goals are met across all subject areas and to exploit cross-year and cross-curricular links
- Keep up to date with any changes in learning and teaching related to MFL, DfE guidance, assessment regulations, etc. and ensure staff are kept informed
- Work with colleagues, students and families to develop a strong school community

Curriculum and Assessment

- Be responsible for maintaining and tracking student progress across the department, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies and using the data to monitor the performance of subject staff
- Plan, deliver, monitor and evaluate the curriculum provision and enrichment for all year groups within the department
- Predict student outcomes and set ambitious targets

Teaching Responsibilities

- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
- Plan and teach well-structured, differentiated lessons that are aligned to the school and/or network curriculum and cultivate every student's intellectual curiosity
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Head of MFL

Qualification Criteria

- Qualified to teach in the UK
- Degree in a modern foreign language, preferably French/Spanish

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work
- Experience of improving the quality of teaching and learning through the development of schemes of work and high quality resources
- Experience leading a team and/or developing others
- Experience of leading successful enrichment which inspire and motivate learners
- Experience of interpreting complex student data to drive lesson planning and student progress
- Mastery of and enthusiasm for MFL
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.