

Job Description

HoD Modern Foreign Languages

Effective Date:	2023-24 (Revised Annually)
Line Leader:	Head of Senior School or Deputy Head
Supervisory Responsibility:	Leading and managing an effective department; Responsible for the teaching staff and other relevant personnel within the department. Liaise with Key Stage Leaders & the Inclusion Department.

Main Purpose of the Job

To foster and support effective teaching and learning by providing professional leadership for the subject team, managing the use of resources and being a model of professional practice.

- To promote the ethos and the core values of the School.
- To support, further develop and embed High Performance Learning in the department.
- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop an effective tracking system to monitor student progress and attainment.
- To develop and enhance the teaching practice of others within the department.
- To ensure the provision of an appropriately balanced, relevant and differentiated curriculum for students studying in the department.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To manage and deploy teaching/support staff, financial and relevant resources within the department effectively to support the department development plan.

Duties and Responsibilities

Effective Administration and Strategic Planning

- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students.
- Develop, annually, an Action Plan for the Department in partnership with team members
- To prepare annual ordering and budgets that are used productively.
- To support team members and monitor the quality of teaching and learning through Learning Talks.
- To ensure that underperformance is identified and addressed effectively
- To develop and review annually departmental documents and policies.
- To produce SOL which are relevant to the department and its students and review these annually.
- Where relevant, ensure that health and safety policies and practices including risk assessments throughout the department are in line with whole school requirements and are updated where necessary.
- Ensure department meetings have a clear and focused agenda with the minutes and associated outcomes shared to all members of the department including the linked line manager

- To develop and maintain tracking on Engage to monitor student progress;
- To actively monitor and follow up student progress
- Oversee the application and efficient use of Google suite within the department. This includes consistency across classrooms including provision for lessons, exams resources, homework and communication and any other appropriate resources for all students across the Key Stages taught
- In case of school closure ensure that the department is ready to continue teaching and learning via the Google suite as directed by the Head of Senior School;
- To facilitate Learning Talk within the department and team through aligning, pursuing and achieving agreed upon coaching goals
- To regularly review and action outcomes from the DEI whole school development plan as appropriate to the department & context, supporting colleagues in achieving these goals
- To use accumulated data from baseline assessments to help the team in developing informed & strategically planned lessons which support student progress
- To oversee day-to-day management and operation of course provision within the department, including effective deployment of staff and physical resources.
- To ensure that suitable work is provided for the students when staff are absent.
- In September, carry out a detailed analysis of GCSE and A Level exam results.

Curriculum

- To liaise with the Head of Senior School and/or the Deputy Head to ensure the delivery of an appropriate, high quality and cost-effective curriculum which complements the School Development Plan;
- To be accountable for the development and delivery of the department's curriculum.
- To ensure that lessons are well planned, differentiated and delivered effectively to meet the needs of all students.
- To encourage teachers within the department to share good practice.

Communication

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the School Development Plan.
- To disseminate information from HODs meetings.
- To liaise effectively with Key Stage Leaders and the Inclusion department.
- To liaise with the Head of Senior School and/or Deputy Head on departmental issues.
- To hold regular meetings with staff within the department.
- To assist the Deputy Head with timetabling decisions and curriculum development.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.

Management of Resources

- To manage the available resources of staff including Inclusion Assistants, finance, space and equipment efficiently including deploying the department budget effectively.
- To work with the Head of Senior School/Deputy Head in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System

- To be familiar with the School's Safeguarding and Child Protection Policy and to report concerns to the DSL.
- To ensure the behaviour management system is implemented in the department so that effective learning can take place.
- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance, with teachers, in relation to targets set for each individual; ensuring that effective strategies are implemented.
- To act as a Form Tutor and to carry out the duties associated with that role.

Professional Development

- To undertake appropriate CPD and training in connection with these responsibilities and personal career prospects

Other Specific Duties

- To play a full part in the life of the school community.
- To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all
- To uphold and promote the values and the ethos of the School
- To implement and uphold the policies, procedures and codes of practice of the School, including data protection, health & safety
- To promote the welfare of children and adhere to, and comply with, the School's Child Protection Policy
- To participate and engage with the School's learning and development opportunities, working to continually improve your own performance and that of the School
- To promote teamwork
- To undertake any other additional duties commensurate with the grade of the post as directed by the Head of Senior School
- Offer a wide variety of enrichment opportunities for students across Key Stages 3-5.
- To ensure there are regular international trips for students and that international links are developed.
- Encouraging students to consider and understand how the subject can be applied outside of school and in the wider world
- Work closely with the Primary School to ensure a smooth progression in languages from KS2 to KS3.

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.