



JOB DESCRIPTION

POSITION: Head of Modern Foreign Languages (MFL)

JOB OVERVIEW

Summary of role

The role of Head of Modern Foreign Languages (MFL) has responsibility for all MFL teaching at Rookwood School. This involves supporting the development of schemes of work and lesson delivery in both Nursery and the Prep School, as well as leading on MFL in the Senior School. The Head of MFL will have the ability to teach one or more of French, German or Spanish up to A Level.

Reports to: Deputy Head (Academic)

Reports in: Three teaching staff within the MFL department. Support and guidance may need to be provided to any other member of staff who teaches MFL.

KEY TASKS	
	<ul style="list-style-type: none">• To provide professional leadership, direction and management of the MFL curriculum in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all pupils.• To lead on the development of excellent teaching and learning of MFL across the whole school.• To line manage teaching and support staff within the MFL department, including involvement in the appraisal process and staff induction, when appropriate.• To monitor teaching, learning and pupil progress within the MFL department in order to promote excellent outcomes for all pupils.



- To co-ordinate the MFL curriculum across the whole school in order to ensure continuity of learning and an appropriate level of challenge for all learners.
- To be responsible for the examination courses at both GCSE and Post-16, including all moderation, standardisation and verification.
- To co-ordinate the school's MFL extension activities as well as MFL external outreach and challenge sessions for all students.
- To be an ambassador for the department and to actively raise the profile of Modern Foreign Languages within and outside the school.
- To manage the appropriate budget(s) within the MFL department.
- To reasonably and appropriately delegate the above tasks to the relevant staff.

Professional standards

- Reflect on own teaching practice and take appropriate action to monitor the quality of teaching and learning
- Positively contribute to the annual appraisal process
- Ensure assessment, curriculum coverage, continuity and progression in the subject for pupils of all ages and abilities, including those with specific learning needs
- Monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes
- Attend and contribute to the life of the school through effective participation in meetings, INSET days, and management systems
- Uphold the ASPIRE values of the school

Person Specification		
	Essential	Desirable
Qualifications and Professional Development	<ul style="list-style-type: none"> • Qualified Teacher Status with a specialisation in any Modern Foreign Language (French, German or Spanish) • Evidence of continuous professional development 	<ul style="list-style-type: none"> • Further educational or middle leaders' qualification e.g. NPQ Middle leaders or an MA Education
Experience	<ul style="list-style-type: none"> • Experience of delivering the Key Stage 3, Key Stage 4 and post-16 MFL curriculum • Experience in the administration of GCSE and A level MFL subjects and associated examinations. • Experience teaching examination courses such as GCSE and A level. 	<ul style="list-style-type: none"> • The ability to teach German and/or French and Spanish up to and including A Level • Experience delivering EYFS, Key Stage 1 and Key Stage 2 MFL curriculum. • Experience of effectively leading and managing a department or team of staff
Knowledge	<ul style="list-style-type: none"> • Strong subject knowledge • Thorough knowledge and understanding of exam board requirements for AQA GCSE and A level Modern Foreign Languages • Knowledge and understanding of the learning process • Awareness of the responsibility for promoting and safeguarding the welfare of children 	<ul style="list-style-type: none"> • Curriculum design • Understanding of various adaptive teaching methods to meet the needs of a range of student abilities.



<p>Skills and Attributes</p>	<ul style="list-style-type: none"> • Able to lead, motivate and support staff effectively • Personable and ability to build a rapport with all members of the school community. • The vision and capacity to drive the department to be at the forefront of the school's success • Excellent classroom practitioner with success in teaching MFL. • Evidence of creative and imaginative approaches to teaching MFL 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Be an effective team player that works collaboratively and effectively with others • Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences • Support, motivate and inspire both colleagues and pupils by leading through example • Suitability to work with children • Confidence, warmth, sensitivity, reliability and enthusiasm 	
<p>Equal Opportunities and Commitment</p>	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • safeguarding and child protection equalities • promoting the school's vision, values and ethos • high quality, stimulating learning environment 	



	<ul style="list-style-type: none">• relating positively to and showing respect for all members of the school and wider community
	<p>This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.</p> <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement 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 in the school, he/she must report any concerns to the Designated Safeguarding Lead.</p> <p>The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs to be undertaken should also be undertaken whether or not included in the above.</p> <p>This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.</p>



I have read and understood the responsibilities for the position of Head of MFL. I am aware that the Job Description is subject to change accordance with the needs of the business.

Name:

Signed:

Date:

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).