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| **ST EDMUND’S CATHOLIC SCHOOL**  **JOB DESCRIPTION**  **HEAD OF MFL** |

**Responsible to:** Headteacher

**To be read in conjunction with Teacher job description**

**Purpose:**

To assist the Headteacher in establishing and sustaining the Catholic identity of the school, ensuring that, this identity is reflected in every aspect of the life of the school. This duty provides the context for the proper discharge of all duties and responsibilities.

To secure continuous improvement in creating, maintaining, and developing the conditions within which all pupils and teachers can achieve effective learning and to ensure that the aims of the school are implemented.

**Key Responsibilities**

Additional whole school responsibilities to be decided at selection.

**Staff and Department**

1. Responsibility for target setting, achievement, and progress of all students in the department.
2. Keeping departmental staff fully aware of school policies and ensuring that they are carried out.
3. The preparation of agendas for departmental meetings, discussion and information documents for the department, and the writing of minutes of meetings which should be sent to their line manager.
4. Representing the views of the Department i.e. consultative meetings.
5. Being responsible for the preparation of the departmental SEF and development plan and ensuring that it is followed and that department members are aware of the department’s vision.
6. Being ambitious in driving extra-curricular fixtures and opportunities.
7. Planning for and ordering all departmental resources for learning.
8. Encouraging members of the department to keep abreast of recent developments in subject areas, in particular, GCSE/BTEC specification requirements.
9. Assisting in the professional development of the teachers including in-service work and career development.
10. Advising your line manager over selection of staff and being present at formal interviews when requested.
11. Supervision and support of Newly Qualified/student teachers and students within the department and assisting with the completion of any reports required.
12. Monitoring of the performance of each member of his/her department and participating in arrangements for Performance Management in line with whole school policy.
13. Supplying work and materials for absent departmental staff.
14. Ensuring good order of departmental rooms and identifying damage for the premises or technical staff to put right.
15. Compilation of group lists and rotations with other middle leaders where applicable.

**Teaching and Learning**

1. Ensuring that lessons taught are engaging and differentiated to meet the needs of all learners.
2. Monitoring the teaching, marking and assessment of members of the department as well as monitoring the quality of reports written by members of the department.
3. Co-ordinating intervention for students where needed and evaluating the impact of this intervention.
4. Giving members of staff support and advice through coaching if required.
5. Delegating duties within the department.
6. Co-ordinating the work of the department.
7. Being responsible for the construction of Schemes of Work.
8. Selecting and resourcing the GCSE/BTEC exam syllabus.
9. Being responsible for the preparation of assessments, mark schemes and portfolios and ensuring that assessment procedures are in line with school policy.
10. Ensuring that staff members effectively track and record information about their classes.
11. Regular checking of homework and homework records.
12. Oversight of work and behaviour of all students within his/her department.
13. Ensuring that tutors, parents/carers and SLT are informed of progress, or lack of progress, of students.
14. Consulting with SLT, SENCO and More-able Co-ordinator over students requiring special help.
15. Oversight of display work in specialist rooms.
16. Arranging details of internal examinations i.e. setting, duplication and collation of papers, preparing mark schemes where appropriate and checking results.
17. Submitting external examination entries to the Examinations Officer.
18. Performing in accordance with any directions which may be given to her/him by the Headteacher from time to time, such particular duties as may reasonably be assigned to her/him.

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| **ST EDMUND’S CATHOLIC SCHOOL**  **PERSON SPECIFICATION FOR HEAD OF DEPARTMENT** |

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| **Criteria** | **Standard** | **Essential /Desirable** |
| Specialist Knowledge & Qualifications | Be educated to honours degree level.  Qualified Teacher Status  Excellent classroom management skills, ability to deliver a stimulating and challenging lesson which cater to the needs of all  Evidence of continuing programme of appropriate professional development | E |
| Experience | Have up-to-date knowledge and understanding of current educational issues.  Have evidence of successful experience in developing Teaching and Learning Initiatives and managing change | E |
| Skills | Ability to plan for and achieve rapid improvement  Ability to plan for medium and long term sustainability  Ability to adapt priorities to whole school improvement agenda  Have evidence of successful leadership  Have a commitment to ongoing research into teaching and learning strategies  Have a record of sustained outstanding classroom practice  Be professionally rigorous and challenging  Be attentive to detail  Be able to understand the need for confidentiality  Have the ability to rigorously and systematically evaluate the work of individuals and departments  Have the ability to analyse situations prioritise and implement realistic solutions  High level communication, organisation and record keeping skills, including ability to use data to track students’ progress  Ability to lead and manage a team of colleagues, including other middle leaders  Excellent inter-personal skills  Monitoring evaluation and review | E |
| Professional knowledge and understanding | Statutory curricula and non-statutory frameworks  Critical understanding of the most effective teaching, learning and behaviour management strategies  Confident understanding of the role of assessment and AfL in securing pupil progress  Pupil progress data and how to use it to secure school improvement  Understanding of sound financial planning and best value practice  Extensive knowledge on matters concerning equality, inclusion and diversity in teaching | E |
| * People Skills & Customer Focus | Commitment to helping every child achieve his or her very best  Demonstrate a commitment to equality  A “can do” approach to work in school  A desire to make a real difference in a rapidly improving school  Set a high expectation of yourself, your team and the students in your care | E |
| * Flexibility & Adaptability | Experience of adapting effectively to changing situations  Willing to work flexibly to meet business needs | E |
| Ability to contribute to extra-curricular activities within and outside own subject area | D |
| Safeguarding | Commitment to the protection and safeguarding of children and young people | E |
| Other | Commitment to the school’s aims, ethos and vision | E |