

# St Augustine Academy

## Job Description



<b>Job Title:</b>	Head of MFL	<b>Reporting to:</b>	Assistant Principal
<b>Line Management:</b>	Teachers of MFL	<b>Grade and Range:</b>	MPS/UPS + TLR 2B

<b>Purpose and Context:</b>	<p>To support the Academy Principal in raising standards and promoting the vision, ethos, culture and policies of the Academy.</p> <p>To provide curricular leadership within the relevant faculty, so that there is a cohesive approach to enhance teaching and learning.</p> <p>To support the Assistant Principal in providing a nurturing environment so that all those associated with the relevant year group(s) are able to contribute and thrive in all aspects of their development.</p> <p>To work as part of the Middle Leadership Team to drive specified leadership roles, and to be accountable in this respect for enabling the Academy to meet its targets for improvement and success.</p> <p>To develop vision, policy, strategy and action plan in order to implement and drive the Academy Improvement Plan ensuring it pervades the work and ethos of the Academy.</p>
<b>Duties and Responsibilities</b>	<p>To ensure, in conjunction with the Assistant Principal an engaging, innovative and successful curriculum is in place that maximises student outcomes in the specific subject area(s).</p> <p>To ensure the curriculum, schemes of work and differentiated resources challenge and meet the needs of all students.</p> <p>To plan suitable assessments to ensure that regular tracking and monitor of progress can be facilitated, including all internal and external examinations</p> <p>To use assessment data to plan next step learning and overcome individual barriers to learning.</p> <p>To facilitate the production of department improvement plans and to implement monitoring evaluation and review processes for the specific subject area(s).</p> <p>To facilitate the production of an annual departmental handbook, detailing policies, schemes of work etc. to support members of the department in high quality teaching and learning.</p> <p>To line manage all aspects of the Curriculum area(s) and their function and organisation.</p>

	<p>To be consistent in the delivery of all academy policies and practices.</p> <p>To create and secure a commitment to learning which enthuses students and motivates them to do well.</p> <p>To inspire by example as a good teacher, setting high standards of professional teaching, planning, delivery, and student progress.</p> <p>To recommend innovative and technology-rich pedagogy to support effective learning.</p> <p>To promote a culture of high standards and expectations, supported by an effective rewards system in line with the academy 'ethos</p> <p>To promote students' personal and social development, including leadership opportunities and positions of responsibility.</p> <p>To develop and promote the provision of extra-curricular activities linked to the curriculum/subject specific area(s).</p> <p>To ensure that student success is promoted, supported, and celebrated.</p> <p>To develop initiatives to engender loyalty, pride and allegiance to the associated year group.</p> <p>To ensure that parents and carers of students within the curriculum area(s) have explicit and effective channels of communication.</p> <p>Establishing a climate of continuous improvement and collective responsibility amongst students and staff within the curriculum area(s)</p> <p>To ensure that all administrative duties of the roles are undertaken in a satisfactory manner and within specified timeframes</p> <p>To be involved in supervisory duties as scheduled and commensurate with the responsibilities of the post</p>
<b>Culture and Ethos</b>	<p>To promote the Woodard Christian Ethos that embraces all faiths and none</p> <p>To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.</p>
<b>General</b>	<p>To carry out any other duties as may reasonably be required by the Principal.</p>

All staff are expected to;

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on keeping children safe in education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

All teaching staff within St Augustine Academy are expected to maintain the relevant standards as set out in the "Professional Standards for Teachers" document (TDA) and to uphold the professional code of the Department for Education.

**All staff have an entitlement** to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

#### **Safeguarding Statement**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

#### **Equal Opportunities**

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: ..... Date: .....

Signed: ..... (Principal)

Head of MFL		
A	Education and Qualifications	Essential or Desirable
1	Qualified teaching status with relevant honours degree	E
2	Professional development linked to teaching and learning	D
B	Experience and knowledge	Essential or Desirable
1	Expert teacher	E
2	Knowledge of effective teaching and learning	E
3	Experience of leading improvements in pupil performance	E
4	Knowledge of recent Ofsted and DfE guidance	E
5	Knowledge of the teacher standards and professional expectations	E
6	An understanding of the principles of Keeping Children Safe in Education 2022 and a commitment to ensuring the health, safety and wellbeing of all children.	E
C	Skills and abilities	Essential or Desirable
1	Excellent classroom practitioner	E
2	Effective use of technology to enhance productivity and pupil outcomes.	E
3	Ability to work on own initiative and organise work with minimal supervision and meet deadlines	E
4	Ability to motivate and lead a team effectively	E
D	Motivation	Essential or Desirable
1	Motivated to perform the job well and to continuously develop	E
2	Commitment to trust / academy ethos and values	E
E	Personal qualities	Essential or Desirable
1	High professional and personal standards	E
2	Emotional resilience to working in a challenging environment	E
3	Integrity and drive	E
4	Ability to establish excellent working relationships with all relevant stakeholders	E
5	High levels of tact, diplomacy, sensitivity and understanding	E

