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**St Augustine Academy**

**Job Description**

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| **Job Title:** | Second in Charge | | **Reporting to:** | Head of MFL |
| **Department:** | MFL | | **TLR:** | TLR 2A |
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| **Purpose and Context:** | To support the Head of Department in ensuring effective leadership and management of the department, while aligning with its strategic goals and published developments. | | | |
| **Duties and Responsibilities** | To assist the Head of Department to manage the teaching and learning of all the students in the department by ensuring that the curriculum needs of students in the department are catered for  Ensure all students make effective progress within MFL and achieve their full potential.  To assist the Head of Department to lead and manage all the staff working within the department.  To assist the Head of Department to provide quality assurance by evaluating the work of the department, ensuring that teaching and learning are of the highest standard through effective monitoring processes within the department.  Act as a role model for high-quality teaching, ensuring best practices are shared across the department.  To contribute to the development and implementation of the strategic vision of the department and to help articulate this to other members of the department.  To assist with the development of a well-designed and well-resourced curriculum at each Key Stage, consistent with the school’s aims and objectives and the requirements of the National Curriculum and Examination Boards, which meets the needs of all the students taught by the department.  To contribute to the production and review of an annual development plan, in consultation with members of the department, where key priority areas for development are clearly identified.  To liaise with other Heads of Department, Heads of Years, Leadership Team and with Academy council, parents, primary schools and the wider community as appropriate.  To work with other departments to encourage extra-curricular links and take the lead in delivering certain areas.  To be the line manager of named colleagues, as indicated in the school’s line management structure.  To stand in for the Head of Department as appropriate.  To act as a mentor, responsible for the support and guidance of NQTs, SCITT Trainees and PGCE Trainees working within the department, as required.  To maintain an attractive learning environment and displays of students’ work in department teaching rooms for which you are responsible and other appropriate education information relevant to your subject area.  To ensure schemes of work meet statutory requirements for delivery of the subject.  To initiate appropriate forms of departmental assessment of student progress in accordance with academy policy.  To provide clear guidance of strategies for effective teaching and learning.  To ensure that administrative work of the department is undertaken within requisite deadlines.  To ensure assessments/examination papers are prepared in good time, and administered professionally. | | | |
| **Culture and Ethos** | Promote and support the distinctive Christian character of the Academy as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion. | | | |
| **General** | To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.  To act as a review manager in the school’s Performance Management Process.  The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team. | | | |

**All staff are expected to;**

* Contribute to the whole professional life of the Academy with teaching and learning as its core purpose and contribute to the commitment for each student to gain meaningful and enriching experiences.
* Promote the Woodard Christian ethos that embraces all faiths and none
* Take responsibility for their own professional development and support that of colleagues were

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.

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| **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)

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**St Augustine Academy**

**Person Specification**

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| **Second in Charge - MFL** | | |
| **A** | **Education and Qualifications** | **Essential or Desirable** |
| 1 | Qualified Teacher Status | E |
| **B** | **Experience and knowledge** | **Essential or Desirable** |
| 1 | Experience and knowledge of the MFL Curriculum | E |
| 2 | A proven track record of success in MFL | E |
| **C** | **Skills and abilities** | **Essential or Desirable** |
| 1 | Excellent levels of accuracy and attention to detail | E |
| 3 | Able to manage a varied workload, re-prioritising as necessary | E |
| 4 | Excellent communication and interpersonal skills | E |
| 5 | Strong leadership skills with the ability to motivate and inspire colleagues. | E |
| 6 | Ability to analyse and utilise data to inform strategies and support student progress | D |

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| **D** | **Motivation** | **Essential or Desirable** |
| 1 | A passion for literature and language, coupled with innovative teaching methods | E |
| 2 | Commitment to student progress and achievement | E |
| 3 | Commitment to the safeguarding and wellbeing of young people | E |
| 4 | Willing to support and promote the ethos of the Trust/Academy | E |
| **E** | **Personal qualities** | **Essential or Desirable** |
| 1 | High professional and personal standards | E |
| 2 | Emotional resilience to working in a challenging environment | E |
| 4 | Calm and approachable manner | E |
| 5 | Reliable and adaptable to meet departmental deadlines | E |
| 6 | The ability to work collaboratively within the department and across the school | E |