

JOB DESCRIPTION

CHINGFORD ACADEMIES TRUST

Chingford Foundation School

Title of Post: Head of Languages Department

Grade/Pay Range: MPS/UPS + TLR 2c

Department: Languages

Reporting to: Leadership Group Line Manager

Responsible for: Head of Spanish Department; teachers of French; teachers of Latin

JOB PURPOSE

To lead and manage all aspects of the Languages Department.
To provide an effective and efficient teaching service to the department.

MAIN DUTIES / RESPONSIBILITIES

1. To oversee the teaching of Languages within the school.
2. To prepare, teach, mark and evaluate pupil's work according to departmental and school policies.
3. To ensure that Teachers within the Department are sufficiently resourced and in possession of key documents (including schemes of work and exam resources and mark schemes).
4. To undertake Quality Assurance checks of work (including book checks, moderation, questionnaires, learning walks and lesson observations as appropriate).
5. To line manage Languages teachers, holding them to account and insisting on a high level of performance.
6. To champion outstanding teaching through effective role modeling and challenge and support colleagues to deliver high quality Languages lessons.

7. To have a passion for the subject which motivates and supports staff and students and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives.
8. To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.
9. To closely monitor the progress of all students in the department as individuals, and specific cohorts of students, including more able and disadvantaged students.
10. To ensure that any students who are not making sufficient progress in Languages, especially more able and disadvantaged students are identified, with clear strategies put in place to improve their progress.
11. To prepare / amend documentation (including annual Subject Evaluation Form, Development Plan, Department Handbook, Options Choice Handbooks).
12. To convene Department Meetings as required ensuring minutes are circulated.
13. To ensure that cover work for absent colleagues has been set.
14. To work with other middle leaders in order to share good practice.
15. To develop extra-curricular and cross-curricular activities related to the work of the department including school journeys where appropriate.
16. To keep informed of whole school policies and to play an active role in implementing them.
17. To carry out the duties of Form Tutor (as directed) as outlined in the role description.
18. To attend pastoral meetings and play an active role in developing and implementing year-team policy.
19. To attend appropriate parents' evenings.
20. To carry out a share of supervisory duties in accordance with published schedules.
21. To participate in performance review and development procedures.
22. Other reasonable duties as directed by Leadership Group members

All members of the Languages Department have a duty to support each other to ensure the best quality of education for CFS students.

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in Appraisal in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.

5. To participate in appraisals annually in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

CHINGFORD ACADEMIES TRUST
CHINGFORD FOUNDATION SCHOOL
PERSON SPECIFICATION & ASSESSMENT
HEAD OF LANGUAGES DEPARTMENT

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment (I/T/A/R)*
Qualifications			
Qualified teacher status	✓		A
Degree or equivalent	✓		A
Evidence of recent and relevant professional development		✓	A/I
Experience			
Successful French or Spanish teaching at GCSE and A-Level	✓		A/I/R
Proven record as a teacher whose students reach high standards of learning and achievement	✓		A/I/L/R
Successful experience of a management role		✓	A/I/R
Skills, Knowledge and Understanding			
Capacity to teach French or Spanish up to A-level	✓		A/I/L/R
Capacity to teach a second language (Spanish, French or Latin) at KS3 and /or GCSE level		✓	A/I/R
Ability to communicate effectively at all levels.	✓		I/L/R
Good interpersonal skills	✓		I/L/R
Good presentation skills	✓		I/R
Ability to think strategically	✓		I
Efficient administrator	✓		A/I/R
Ability to use initiative and prioritise work	✓		A/I/R
Ability to work to deadlines	✓		A/I/R
Confident user of ICT	✓		A/R

Capacity to manage others/hold others to account	✓		A/I/R
Understanding of the importance of Quality Assurance measures and of Quality Assurance indicators	✓		A/I/R
Understanding of the implication of Equal Opportunities in Languages education and management	✓		I/R
Other Requirements			
Flexible approach to work	✓		I/R
Ability to work well as part of a team	✓		A/I/R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		L/R
Committed to school ethos and direction	✓		I
Understanding of Safeguarding Procedures	✓		I
High standard of punctuality	✓		I/R
Commitment to raising standards of behaviour through improved teaching and learning skills.	✓		L
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Keeping Children Safe in Education, most recent edition).

*I – Interview/Lesson Observation R – Reference