

Great Academy Ashton
(Part of Great Academies Education Trust)

JOB DESCRIPTION

Post:	Head of Modern Foreign Languages
Reporting to:	Director of Learning
Salary Scale:	MPS/UPS + TLR 2B
Academy Type:	The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 16

JOB PURPOSE

Securing outstanding Teaching and Learning and excellent progress/achievement for all students within the subject.

SPECIFIC RESPONSIBILITIES

- Supporting good or better teaching and learning in the subject.
- Securing excellent pupil outcomes in the subject.
- Ensuring a high quality, strategic and responsive curriculum provision is in place.
- Monitoring pupil progress.
- Contributing to subject specific CPD in a strategic way to link to improvement objectives, personal need and appraisal and to ensure improved outcomes.
- Implementing intervention strategies to raise achievement of underachieving student groups, including disadvantaged, HAPs, students with EAL or SEN.
- Delivering excellent teaching practice and raising standards of teaching and learning within the faculty, in line with Academy targets.
- Engaging in coaching and mentoring.
- Keeping an up-to-date knowledge of subject, national developments, pedagogy, classroom management, research and inspection findings with colleagues.
- Any other duties which may, from time to time, reasonably be required by the Principal and are within the general level of responsibility of the post.

LINE MANAGEMENT RESPONSIBILITIES

To take line management responsibility for the following staff:
An agreed caseload of teaching staff within the department

- Support the Director of Learning in managing a caseload of staff, taking responsibility for attendance management and supporting their development.
- Participate in the recruitment and selection of new staff to the team.

COMMUNITY AND PARTNERSHIPS

- Ensuring that parents / carers and students are kept well informed and involved in appropriate Academy matters, and attending appropriate meetings, parents' evenings etc.
- Encouraging students and taking an active part in enrichment and extension activities.
- Creating and developing ways of involving parents / carers in the learning process.
- Instigating, developing and maintaining links with the business community so as to enrich the learning experience of both the school community and its partners.
- Support the Academy links within the community.
- To assist the implementation of all policies, practices and systems relating to the development of the Academy specialisms.
- Oversee the pastoral needs of all students taught, passing on any concerns to appropriate members of staff.
- Keep up to date with safeguarding and child protection and deal appropriately with such issues, passing relevant concerns on, in accordance with Academy procedures.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy.
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety.
- To actively participate in relevant Academy processes including appraisal.
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings.
- To support the Academy links with the community.

This post is subject to the enhanced level of Disclosure.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.