



JOB DESCRIPTION

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| Job Title | Head of MFL |
| Grade and Salary: | MPS / UPS + TLR2C |
| Reporting to | Deputy Headteacher |
| Contract Type: | Full Time / Permanent |
| Key Duties and Responsibilities | |
| <ul style="list-style-type: none"> • To develop, and successfully embed, a rigorous, robust and innovative curriculum for Languages. • To be responsible for the development of the Languages curriculum within the Academy, and the necessary improvements in outcomes for students. • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in a specified faculty area and across the Academy. • As a key leader, to share responsibility for the Academy's strategic direction and operational effectiveness and be responsible for embedding this within Languages. • To input into the whole school curriculum strategy and its implementation, as part of a team of leaders. • To lead on the development and implementation of an effective, whole school literacy and reading strategies. • To identify and communicate priority areas for improvement and implement strategies for raising student outcomes. • To regularly use national performance data to identify students at risk and to initiate and implement early intervention strategies in Languages. • To track student progress and evaluate the impact of actions taken to improve the quality of provision. • To teach for an allocated timetable each week. • To work collaboratively with the department to ensure effective implementation of all policies. • To create and maintain an appropriate teaching and working environment. • To ensure continuous improvement in standards, high quality evaluation and improvement planning throughout the Academy. • To lead, support and encourage the highest possible standards of behaviour, learning, attainment and achievement. • To manage resources creatively, effectively and efficiently to meet the priorities of the Academy. • To celebrate success and to implement strategies for continuing improvement while constantly challenging under-performance at all levels. • To work to support and ensure the health, safety and welfare of staff and students. • To meet the requirements of the Teacher Standards as issued by the Department for Education. | |
| Teaching and Learning | |
| <ul style="list-style-type: none"> • To maintain up-to-date knowledge of specific subject or phase areas. • Use a variety of pedagogical strategies to deliver innovative and effective lessons at a pace and style that meets the needs of students of all abilities. • Have an up-to-date knowledge of national strategies to support effective teaching and learning. • Plan sequences of lessons thoroughly and in line with the Academy's curricular plans and schemes • To use adaptive teaching to support all learners needs • To participate in the Academy's Quality Assurance programme and the agreed framework. • To work efficiently and creatively using the full range of resources available, including other adults | |

- To provide a positive learning climate within lessons to promote a strong and meaningful staff – student relationship.
- Apply the agreed policies and ensure implementation in everyday life at the Academy.
- To regularly assess, review and evaluate students' work and progress in relation to their prior attainment and to use this information to further inform your teaching.
- To report students' progress within the Academy and for the benefit of parents and carers.
- To support curriculum planning to ensure that learning and teaching remain active, relevant and responsive to change.
- To maintain good order and behaviour for learning among students with particular regard for health and safety both on the Academy site and when engaged in authorised activities elsewhere.

Academy Ethos

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England and the Catholic Church to education.
- Implement the Academy Development Plan and Subject Development Plan.
- Help to meet strategic targets for the Academy set by the Governing Body.
- Enable the Academy to be rooted at the heart of the community.
- Develop links as appropriate with partners, schools, FE and HE establishments, sponsors and the Connexions service, thereby ensuring greater opportunities for the young people in the Academy particularly in the areas of work experience and study support.

Communication & Liaison

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the Academy.
- Follow agreed policies for communications in the Academy.
- Take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.

Pastoral System

- Be a Form Tutor to an assigned group of students.
- Promote the general progress and well-being of all students and play a key role in the Academy's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- Contribute to the delivery of the PSHCE and CIEAG programme.
- Apply the behaviour management systems so that effective learning can take place.

Additional Notes

This job description sets out the main duties of the post

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.
- The Academy of St Francis of Assisi is a member of The Liverpool Joint Catholic and Church of England Academies Trust. The Trust is an equal opportunities employer.

Staff benefits:

All Saints Multi Academy Trust is committed to investing in all its employees and is committed to encouraging positive working environments:

- Promote the physical and mental health and wellbeing of our staff.
- Working with SMART Clinic we offer a range of health and well-being benefits, including:
- Physiotherapy Stress coaching Virtual GP support Counselling
- Eye care
- Annual flu jabs
- Anxiety management 24/7 employee helpline Cycle to Work Scheme