



The Schelwood Trust

Beechwood School
Job Description – Head of MFL and EAL

Responsible to: Deputy Headteacher

Main purpose of the job

A Head of Department is expected to be a leading teacher in their subject area and to play a full role in the middle management team, committed to the promotion of achievement and raising standards. The Head of Department is responsible to the Headteacher for:

- Monitoring the work of the teachers in their classrooms and the standards achieved by pupils.
- The development of the subject, both its long-term planning and effective day to day teaching.
- The support of staff and the representation of their views as a subject area.
- The positive attitude of students within the subject.
- The positive ethos, good order and atmosphere of the school.
- Taking a major part in the evolving and implementation of school policy.
- Supporting the school's drive to improve standards of literacy and numeracy.
- Evaluating and communicating subject area performance, priorities and targets.
- The effective and efficient use of resources and best value.

Key Responsibilities

Responsibilities include:

1. Curriculum

- The subject, its teaching and assessment. The preparation, in consultation with teachers in the subject area, of departmental aims and curricular objectives, which are related to the school, comprehensive with clear priorities. The preparation and updating of schemes of work appropriate to the age and abilities of teaching groups and related to the aims and objectives of the department. The preparation of a subject area handbook.
- Ensuring the subject curriculum meets the needs of all pupils.
- Planning and delivering a suitable English Language programme to EAL students to help them become confident English speakers.
- Devising strategies to support EAL learners with their English language.
- Contribution to the School Development Plan and subject area plans, including subject targets, monitoring and evaluation and best value.
- Familiarity with external examination requirements and communicating these to departmental colleagues. Preparation for, and administration of, the internal and external examinations, tests and other assessment tasks.
- Keeping abreast of current developments in content and methods of the subject.
- Maintenance of an accurate and easily accessible form of assessment and record keeping within the subject area.

- Ensuring the prompt completion of subject reports and recording of grades or other information.
- Active supervision of the quality and standards of the setting and marking of classwork and homework and, for absent colleagues, where necessary.
- Implementation of school policy, particularly with reference to cross curricular issues, e.g. language policy, key skills and equal opportunities.
- Awareness of the work and methods in partner primary schools and the encouragement of curriculum continuity.
- Responsiveness to new developments in the curriculum including the national curriculum and changes in the demands made by Further/Higher Education, employment and national targets etc.
- Attendance at school meetings representing opinion and reporting back to colleagues in the department. Consulting with senior management on matters related to academic and pastoral policy. Encouraging departmental staff to voice their opinion as a means of monitoring the efficiency of school policy and provision. Where appropriate reporting to the Governing Body.
- Assisting and advising the deployment of staff in the planning and construction of the curriculum and timetable.
- Stimulation of interest in the subject area through visits, speakers, displays, clubs and other extra-curricular activities.

2. Staff

- Setting a high standard for teachers in the subject area. Responsibility for ensuring the quality of teaching and learning.
- Liaison with other subject areas, Directors of Studies, Personal Tutors, Line Managers and the Headteacher.
- Liaison with the SEND Department.
- Liaison with the Advisory Services.
- Delegating responsibilities within the subject area including the management, where appropriate, of student support staff.
- Convening departmental meetings, keeping and distributing minutes and ensuring consultation and communication within the subject area.
- Evaluating and monitoring of the department as part of the process of Performance Management.
- Contributing to the in-service training of colleagues and taking care of the professional development of members of the department.
- Supervision of ECT's and newly appointed staff.
- Supporting staff in matters of classroom management.
- Advising and assisting with the Headteacher on appointments and job descriptions.

3. Students

- In consultation with the Deputy Headteacher determining teaching groups and courses according to school policy.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Beechwood School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 (DPA 2018).

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Working together to safeguarding children and Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You will also be required to have satisfactory Enhanced DBS clearance.

Health and Safety

You are required to comply with the school's Health and Safety policy at all times.