



TBSHS Second in MFL - Job Description

The school is looking to employ teachers who subscribe to the ethos of the school which can be summed up by the phrase '*a truly all round education*'. This means having equal regard for

- classroom practice, teaching and learning, progress and achievement
- extra-curricular opportunities to develop leadership, team building and a rounded person
- the moral dimension of education – politeness, integrity, care for others, values and beliefs

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Bishop's Stortford High School will create opportunities for every student to develop their potential to the full, creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

To assist the Head of MFL to lead the MFL Department with vision promoting and developing its academic reputation and assume overall responsibility for the teaching, development and administration of the subject in the light of the Bishop's Stortford High School's School strategic plans.

To assist in the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with The Bishop's Stortford High School policy.

1) Strategic direction and development of the subject

Undertake other reasonable duties related to the job purpose required from time to time.

- a. Contribute to whole school policy-making and strategic planning as required by Head of MFL and SLT.
- b. Assist the Head of MFL to prepare, monitor and update annual subject/area improvement plans in consultation with colleagues.
- c. Take the lead, together with Head of MFL, in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.

2) Leadership & management of others

- a. Assist the Head of MFL to lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, establish positive relationships with pupils and staff and ensure that high performance standards are achieved and maintained.
- b. Assist the Head of MFL to empower members of the department to develop their leadership potential to ensure continuous improvement within the department.
- c. Assist the Head of MFL to manage day to day requirements such as examination entry and departmental/area timetables, delegating as appropriate, to ensure the efficiency of the department.



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- d. Assist the Head of MFL to chair departmental/area meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.
- e. Assist the Head of MFL to lead the department's Subject Improvement Plan and Self Evaluation in line with the school vision and objectives as outlined in the School Development Plan.

3) Teaching and learning

- a. Assist the Head of MFL to promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school.
- b. Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department.
- c. Assist the Head of MFL to ensure that schemes of work in MFL are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- d. Assist the Head of MFL to monitor students' work and the classroom practice of those in the department to ensure high standards are maintained.
- e. Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the MFL department.
- f. Assist the Head of MFL to ensure the department's delivery and development of the curriculum is effective in meeting the needs of all the students up to and including Oxbridge entrance levels.

4) Extra-curricular activities

- a. Actively promote interest in MFL outside the immediate physical and timetabled confines of the department.
- b. Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- c. To maintain the MFL exchange programmes and commitment to hosting visiting guests

5) Marketing and external links, including public occasions

- a. Assist the Head of MFL to actively promote the MFL department within the school community to encourage students' interest in the subject area.
- b. Assist the Head of MFL to contribute to the positive promotion and marketing of the school in the local and wider community.
- c. Assist the Head of MFL to lead the department's contribution to marketing events and external links.



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6) Management of resources

- a. Use the accommodation to create a stimulating learning environment
- b. Assist the Head of MFL to identify future resourcing needs and aspirations for the MFL department for consideration in the school budget planning process.
- c. Assist the Head of MFL to ensure that all resources are fit for purpose and used in accordance with health and safety guidelines

7) Monitoring, evaluation & assessment

- a. Assist the Head of MFL to ensure that within the department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching.
- b. Assist the Head of MFL to monitor the students' progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

8) Training & development of self and others

- a. As a lead professional set personal targets and take responsibility for own continuous professional development.
- b. Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.

9) General requirements

All school staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan.
- b. Contribute to the school's programme of co-curricular activities.
- c. Be an integral member of the pastoral system as a Form Tutor or related role.
- d. Support and contribute to the school's responsibility for safeguarding students.
- e. Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- f. Work within the school's policy to promote equality of opportunity for all students and staff, both current and prospective.
- g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.



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- h. Engage actively in the appraisal (performance review) process.
- i. Adhere to school policies