



# Darland High School

*Aspire Apply Achieve*

## Job description TLR 1b

### Job Title: Head of Languages Faculty

#### Job Purpose:

*The role of the Head of Faculty is crucial in developing the ethos of achievement within the Faculty, in harmony with the aims and ethos of the whole school. Faculty Heads are key to the success and development of the school, and the raising of student achievement. They provide professional leadership and management of their subject area(s) in order to secure high quality teaching use of resources and improve standards of learning and achievement for all learners.*

**Line Manager:** Assistant Headteacher Curriculum

#### Job Dimensions:

- Leadership and Management of Welsh and Modern Foreign Languages teaching at Darland High School.
- To assist the Literacy and Numeracy Coordinators through ensuring that teachers of modern languages develop, track and monitor standards of literacy and numeracy through their lessons.
- To lead and coordinate Cwricwlwm Cymreig throughout the school.
- To lead and teach either Welsh across both key stages
- To act as a form tutor and undertake pastoral duties as directed by the pastoral line manager.

#### Accountabilities:

- The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.

#### Strategic Role

Actively contribute to:

- The development of Darland High School's aims, priorities, policies, targets and action plans;
- Creating a climate which enables other staff to develop and maintain positive attitudes towards the Languages and confidence in teaching Welsh and French.
- To help promote and maintain a positive attitude to Welsh culture and language.
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Maintaining and enhancing the school's profile in the wider community.
- Developing closer links with primary schools through transition work.
- Manage the standardisation and moderation of KS2/3 Welsh levels through coordination of cluster work with local primary schools
- Ensuring that strategic planning takes account of the diversity, values and experience of the school and community.

#### Teaching & Learning

- Provide guidance on the choice of appropriate learning and teaching strategies to meet the needs of students studying Welsh and French.
- Leading and managing the standardisation and moderation processes involved in statutory assessment at Key Stage 3.
- Ensure effective development and assessment of students' progress in skills.
- Implement strategies which secure high standards of behaviour and attendance
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance at all levels and ensure effective corrective action and follow-up
- To take responsibility for the quality of learning and teaching and ensure appropriate strategies are embedded and new opportunities are embraced
- Actively seek out opportunities for enhancing learning in Languages through out of school and extra-curricular experiences.
- To take responsibility for the development and delivery of the curriculum ensuring all learners have a curriculum appropriate to their needs

- To take overall responsibility for monitoring, tracking and analysing student progress towards targets.

### **Leading & Managing Staff and Resources**

- Develop a faculty ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Lead the faculty in drawing up improvement plans which contribute to the School Improvement Plan.
- Plan, delegate and evaluate work carried out by all those staff involved in the teaching of Languages.
- Ensure that work is set for students in the event of staff absence.
- Ensure that all deadlines for tracking, evaluating and reporting are adhered to by the faculty.
- Advise the Headteacher on the deployment and recruitment of teachers for the Languages subjects.
- Undertake performance management as required by the school policy and use the process to develop the personal and professional effectiveness of Languages staff.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the Languages subjects.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.

**NOTE 1 – The job description will be reviewed at the end of the Academic Year or earlier if necessary as part of the Performance Management Cycle. In addition it may be amended at any time after consultation with you.**

February 2017