

Ambition · Bravery · Respect



Northern Ambition Academies Trust

# Head of Modern Foreign Languages Job Description & Person Specification



**Northern Ambition**  
Academies Trust

Ambition · Bravery · Respect

[northernambition.org.uk](http://northernambition.org.uk)

## Our Values

Our mission is for every child to leave our schools equipped with the essential skills they need to contribute effectively to society and to become well-rounded, confident, happy adults. To do this, we keep the following values at the heart of everything we do:



### Ambition

- We aim high and don't put limits on ourselves or other people.
- We are relentless in assessing our performance and seeking to continuously improve.
- We make the most of the opportunities offered to us to help us achieve our goals.



### Bravery

- We try new things and see mistakes as opportunities to learn.
- We don't shy away from tough decisions or difficult situations.
- We don't give up if things are hard.



### Respect

- We think about the impact of our actions on others in the choices we make.
- We value what makes us different and believe everyone has something to contribute.
- We encourage honest, open debate and listen to constructive feedback about how to make things better.

# Our Academies



# Head of Faculty – Modern Foreign Languages

## Purpose Of The Post

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Principal of the school.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
- To act within the statutory frameworks, which set out the professional duties and responsibilities in line with STPC and Teacher's Standards
- To take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Ensure compliance with data protection, equal opportunities, health and safety regulations and all Trust Policies and guidance.

## Responsible For

The provision of a full learning experience and support for students.

## Liaising with

Senior Leadership Team, other Heads of Faculty, teachers and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents/carers and Academy Councillors and Trustees..

## Characteristics of the Post

The ability to regularly attend meetings as required by the Senior Leadership Team.

The postholder may be required to work in any of the Academies operated by Northern Ambition Academies Trust as directed by the Principal/CEO.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of entitlement to work in the U.K.

Evidence of essential qualifications – see page 1 of the job specification

Two satisfactory references

Confirmation of medical fitness for employment

Registration with appropriate bodies (where applicable)

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level

# Main (Core) Duties


## Operational/strategic planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- Lead the team in planning for departmental improvement and cross curricular links.
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement Academy policies and procedures e.g., Equal Opportunities, Health and Safety, Behaviour, Safeguarding, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP and the aims and objectives of the Academy.
- To ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.

## Curriculum provision

- To liaise with the Assistant Principal (Teaching and Learning) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Self Evaluation.
- To be accountable for the development and delivery of MFL.

## Curriculum development


- To lead curriculum development for the whole department.
  - To keep up to date with national developments in the subject areas and teaching practice and methodology.
  - To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
  - To liaise with the Senior Leadership Team to maintain accreditation with the relevant examination and validating bodies.
  - To ensure that the development of MFL is in line with national developments.
- 

# Main (Core) Duties (continued)

## Management of staff

- To work with the CPD Co-ordinator to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Academy's ITT programme.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
- Monitor and account for the quality of teaching and learning in the department to include lesson observations, marking standards, quality and regularity of homework and the maintenance of appropriate records.

## Quality assurance

- To ensure the effective operation of quality control systems.
  - To establish the process of the setting of targets within the department and to work towards their achievement.
  - To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
  - To contribute to the Academy procedures for lesson observation.
  - To implement Academy quality procedures and to ensure adherence to those within the department
  - To monitor and evaluate the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
  - To seek/implement modification and improvement where required.
  - To ensure that the Department's quality procedures meet the requirements of Self Evaluation.
- 

# Main (Core) Duties (continued)


## Management information

- To ensure the maintenance of accurate and up to date information concerning the department on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- To manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Departmental performance and development.

## Communications

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents/carers of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the Department's views and interests.

## Liaison


- To take part in activities such as open evenings, parents' evenings, review days and liaison events with partner schools.
  - To contribute to the development of effective links with external agencies.
- 

# Main (Core) Duties (continued)

## Management of resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and established procedures including deploying the department budget, acting as a budget holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Senior Leadership Team to ensure that the Department's teaching commitments are effectively and efficiently time tabled and roomed.
- To co-operate with other staff to ensure effective usage of resources to the benefit of the Academy, department and the students.
- To comply with the financial, health & safety, and HR processes and procedures of the Academy.

## Pastoral responsibilities

- To monitor and support the overall progress and development of students within the department.
  - To monitor student attendance together with students' progress and performance in relation to targets set for everyone; ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary.
  - To act as Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
  - To contribute to student wellbeing according to Academy policy.
  - To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- 
- 

## Teaching and Learning

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

## Additional duties

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

## Other specific duties

- To continue personal development.
- To engage actively in the performance review process.
- To contribute to the extra-curricular programme of the MFL Department.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy/Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

# Person Specification

## Head of Faculty – Modern Foreign Languages

### Essential Criteria

#### Qualifications & Training

- Educated to degree standard
- Qualified Teacher status

#### Experience

- Successful experience of teaching in a Secondary school
- Experience of teaching the National Curriculum in your subject to Key Stage 3 and 4
- An experienced Practitioner

#### Knowledge

- Familiarity with current educational initiatives and developments
- An understanding of the strategies required to promote learning across the ability range
- An understanding of the processes and techniques required to assess, record and report students' learning effectively
- An ability to work as a member of a team to promote coherent and agreed policies and practices
- Understanding of how to use data to inform planning and improve students' performance
- Understanding of a range of assessment for learning approaches, including grades where appropriate
- Able to make appropriate use of ICT for learning.

#### Competencies and Other Skills Required

- Able to communicate fluently and effectively (oral and written)
- Set high expectations
- Rigorous behaviour and classroom management skills
- Ability to ask for support and advice where necessary and act to improve own performance and that of others.
- Team working skills, reliability and integrity
- A high level of personal organisation
- Excellent interpersonal skills with students, colleagues, parents/carers and outside agencies.
- Able to give good quality and effective feedback to students
- Able to develop positive and meaningful relationships with students
- The ability to work under pressure and meet deadlines

# Person Specification

## Head of Faculty – Modern Foreign Languages

---

### Desirable Criteria

#### Qualifications & Training

- Evidence of further professional development

#### Experience

- An awareness of whole school issues/initiatives and involvement in these

#### Knowledge

- Able to develop best practice through a wide range of imaginative approaches

#### Competencies and Other Skills Required

- Strategic planning and coaching skills
- Participation/development of extra-curricular activities
- A sense of humour

# Who's Who

## Executive Team

### CEO

Liz Fairhurst

### Chief Financial Officer

David Walton

### School Improvement Team

Katie Robinson (Primary)

Paul Greenough (Secondary)

### Headteachers

Dan Neal, Interim Principal  
(Airedale Academy)

Kirsten McKechnie, Primary Executive Headteacher  
(Airedale Infants and Airedale Juniors)

Jode Chapman-Kemp, Headteacher  
(Oyster Park Primary Academy)

### Head of Human Resources

Nikky York

## Members

Mike Dixon

Richard Sloan

Andy Clark

Alex Nicholson

## Board of Trustees

### Chair

Rob Hall

### Vice Chair

Stephen Groves

Alison Latham

Simon Fox

Kevin Guy

Nina Wrightson

Bruce McDowell

### Trust Governance Professional

Karen Wood-Stones

# Recruitment Process

---

**1**

Advert posted with job description and person specification.

**2**

Candidates invited to look around if desired.

**3**

Shortlisting process.

**4**

Candidates invited to interview, and references requested.

*Interview days may include a task or teaching example depending on the role.*

**5**

Offer made to successful candidate(s).

**6**

Pre-employment checks completed.

**7**

Start date and induction period.



# **Northern Ambition** Academies Trust

Ambition • Bravery • Respect

01977 664555

[information@northernambition.org.uk](mailto:information@northernambition.org.uk)

[northernambition.org.uk](http://northernambition.org.uk)