



St. Wilfrid's RC College

Person Specification

Role: Assistant Headteacher with Responsibility for MFL

Person Specification:

Assistant Headteacher with responsibility for modern foreign languages will

- have an Honours degree in a subject related to this post;
- have a B.Ed., Dip Ed, PGCE or QTS;
- be familiar with normal academy requirements such as data analysis, report writing, parents' evenings, lesson planning etc;
- have a strong understanding of collective responsibility and uphold the culture of the academy at all times;
- have an awareness and understanding of the 'bigger picture' when working at Senior Leadership level;
- have proven effective working relationships with stakeholders.

Personal Qualities required:

The Head of Modern Foreign Languages will be expected to:

- have a good work ethic;
- be respectful of and to acknowledge the Catholic ethos and heritage of the academy;
- be committed to the academic and pastoral ethos of the academy;
- be committed to upholding all Health and Safety regulations in force; and
- be able to scaffold for pupils of all abilities;
- be able to lead, inspire and motivate others;
- be able to lead by example;
- be enthusiastic, energetic, innovative and ambitious.

The Head of Modern Foreign Languages should

- be rigorous and professional in their approach;
- be able to relate to colleagues, both as part of a team and in areas of training and responsibility;
- be able to manage time well so that pressure points such as report writing or exams are managed effectively;
- be prepared to take advice and to try out new things, and also be able to question;
- enjoy the subject and your work;
- understand and act upon the need for constant, accurate communication between staff in academy, the SENCo, and parents so that the boys receive the highest quality, targeted support where necessary; and
- demonstrate and instil enthusiasm and interest;
- have a successful track record as a teacher with exam' classes;
- be able to teach Spanish to A Level;
- be committed to the wider curriculum which gives pupils the opportunity to develop their love of learning outside the classroom.



Professional Responsibilities:

- To contribute to policies, procedures and the strategic improvement of the academy;
- To contribute to the collective responsibility for our culture of excellence;
- To be responsible for the planning, teaching and day-to-day running of the department;
- To attend INSET and other training courses as required e.g. personal professional development;
- To oversee marking and assessment within the department;
- To attend parents' meetings for those pupils taught and those meetings where information is required by parents for the next stage of education;
- To supply the examinations officer and post-results examinations officer with all relevant and accurate data to allow public examination and coursework administration pre- and post-results to be carried out effectively and efficiently;
- To prepare and support pupils applying for Further Education;
- To observe all Health and Safety requirements in order to maintain a safe environment;
- Be prepared to share in the First Aid cover for the academy after appropriate training;
- To manage the department budget and be responsible for ordering, storing, managing and distributing the subject's resources;
- To lead and be involved in the extra-curricular life of the academy;
- To maintain close involvement with the life of the academy;
- To ensure appropriate standards of behaviour of the pupils in their care at all times;
- To chair department forums regularly;
- To undertake any other task reasonably requested by the Head.

Academic Responsibilities:

- To promote a love and appreciation of languages as an academic discipline;
- To explain how modern foreign languages contribute to possible career paths;
- To plan, teach, assess and evaluate lessons in modern foreign languages in accordance with the requirements of the appropriate specifications;
- To produce, maintain and update schemes of learning appropriate to each year group and Key Stage;
- To select and use appropriate and varied resources, equipment and techniques;
- To set and mark regular written assignments; to keep detailed mark sheets and pupil records;
- To ensure thorough assessment of pupils' progress including the marking of preparation constructively, the giving of positive and supportive feedback and the setting and marking of regular tests and examinations;
- To produce written course information where it is required;
- To ensure that academy assessments and examinations are reviewed after each examination session to help pupils identify and eradicate errors in knowledge, practice or examination technique;
- To promote active and independent learning by methods specific to the pupil in question;
- To model and encourage the use of a variety of study skills, revision techniques and learning approaches to maximise a pupil's performance;
- To organise and lead pupils' educational visits or attendance at conferences where appropriate;
- To liaise with other teachers and progress tutors about the pupils' progress.



Bishop Chadwick
Catholic Education Trust

