

EDUCATION

HEAD OF MODERN FOREIGN LANGUAGES

MAIN PROFESSIONAL GRADE/UPPER PROFESSIONAL GRADE PLUS MANAGEMENT ALLOWANCE 2

JOB DESCRIPTION

AIMS AND PURPOSE OF THE JOB:

- To lead and work collaboratively with Department subject Heads of Department and teachers to drive the progress of students, promoting high levels of achievement through inspirational leadership and creativity.
- To play a significant role in school improvement and self-evaluation through excellent leadership and management of the Department and through partnership working with other schools in the Secondary School Partnership.
- To lead and manage the curriculum for the Department in conjunction with fellow Department Heads within the Secondary School Partnership.
- To hold to account through lesson observation and performance management all Department team members.
- To exemplify the application of agreed policies, teaching standards, priorities and expectations, so as to set a good example to other colleagues.
- To develop and enhance a culture of teamwork, in which the views of members of the Department are valued and taken into account.
- To have high expectations of all students and seek to address barriers to learning.
- To promote a love of learning, intellectual curiosity and a growth mind-set.
- To promote active and independent learning that enables students to think for themselves and to plan and manage their own learning.
- To implement and deliver a differentiated and personalised curriculum that engages students and enables them to make the best possible progress.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

- To develop, lead and actively take part in cross-school initiatives to the benefit of students, schools and the wider community.
- To work collaboratively and share collegiate responsibility for the success of the school, the Secondary School Partnership and the new model for secondary education.
- To undertake appropriate professional duties which may be delegated by the Principal.

LEADERSHIP AND MANAGEMENT:

- To initiate, promote and implement the aims and policies of the school, the Secondary School Partnership and the new model for secondary education.
- To determine, lead and review the Department aims and policies and the development of the Department with support as required from Department colleagues in the Secondary School Partnership.
- To be an inspirational leader and a key member of the middle management team under the direction of the school's Senior Leadership Team and the Principal and to advise on all matters relating to the teaching of Department subjects.
- To initiate and innovate strategic developments for the Department curriculum ensuring that it is engaging and challenging and enables students to achieve at the highest level.
- To monitor the quality of teaching and learning in the Department through a range of methods, including lesson observation, book scrutiny, and other data collection methods.
- To be accountable for students' progress and attainment levels within the Department, analysing their progress and attainment and agreeing and implementing appropriate intervention.
- To ensure that the requirements for entries to public examinations are met and that students are fully prepared for external examinations and to manage regular, relevant and diagnostic assessments and ensure that they are carried out consistently and thoroughly moderated by Department staff.
- To analyse and utilise a wide range of data to improve staff and student performance and ensure that staff within the Department can interpret and understand the use of data to improve outcomes.
- To undertake an annual review and evaluation of the work of the Department and establish and implement Action Plans, including a Department Development Plan with reference to the overarching subject strategy of the Secondary School Partnership.
- To ensure all Department staff adhere to school policies and procedures.
- To deploy the teaching staff effectively and equitably.

- To manage the Department budget effectively and to ensure that resources and equipment are properly maintained and that an accurate inventory is kept up to date.
- To liaise and communicate effectively with all staff and stakeholders as required.
- To organise, lead and minute regular Department meetings.
- To liaise with other Department leaders and colleagues across the Secondary School Partnership.
- To assist with the appointment of staff.

LEADING TEACHING AND LEARNING:

- To plan, prepare and deliver stimulating lessons that are challenging, engaging and have high expectations of all students.
- To be responsible for long, medium and short term planning that meets the needs of the Bailiwick Curriculum in maximising levels of attainment.
- To set high expectations for students' behaviour and establish a clear framework that creates an effective learning environment in accordance with the school's behaviour policy.
- To deliver and model best practice in terms of teaching, learning, marking and assessment that motivates and inspires students, equipping them with the knowledge and skills needed to achieve at the highest levels.
- To monitor and assess the achievement of students and to record and report their development, progress and attainment across the Department in accordance with the School's and Secondary School Partnership's assessment policies.
- To implement strategies and insist upon high standards of numeracy, literacy and oracy in the teaching and learning experience of students.
- To make effective use of current technology to enhance teaching and learning and for the purposes of management.
- To be a tutor to an assigned group of students when required.
- To plan for the effective deployment of Learning Support Assistants or other associate support staff to enhance students' learning.
- To implement the SEN Code of Practice.
- To seek to provide all students with high levels of confidence and competence and a lasting interest in their learning.

LEADING PROFESSIONAL LEARNING AND DEVELOPMENT:

- To participate in, and where appropriate, assist with the performance management process.
- To undertake the cycle of performance management reviews within your team.
- To promote, proactively identify, lead, and encourage the professional development of staff.
- To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.
- To lead and contribute to the development of the Secondary School Partnership by sharing professional learning, expertise and skills with others, and participating in collaborative learning opportunities.
- To be well informed of and disseminate both local and national developments and participate in cross-phase working throughout the Bailiwick.
- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Development Plan and the Performance Management process.
- To take responsibility for personal professional development, keeping up-to-date with research and developments in pedagogic theories and changes in curriculum to inform and extend professional practice to secure improvements in teaching and learning.

HEALTH, SAFETY AND WELFARE:

- To comply with procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection in accordance with the States of Guernsey policies and procedures, and to report all concerns to an appropriate person.
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To commit to uphold the States of Guernsey environmental policies and aspirations for sustainable learning provision.

RESPONSIBLE TO:

The Principal.

ACCOUNTABLE FOR:

- Leading the delivery of high quality teaching and learning in the Department.

- The progress and attainment of students for whom you have responsibility.
- Improving and extending professional effectiveness in partnership with the Secondary School Partnership and the new model for secondary education.
- Ensuring that staff accountabilities are clearly defined, understood and agreed.
- Delegated budget management and deployment of all Department resources.
- Creating a safe environment for students and to have concern for their welfare and wellbeing whilst under your guidance.

The job description is subject to the general conditions of service for a teacher as set out in the States of Guernsey's Terms and Conditions for Teachers in Guernsey.

The above duties are not exhaustive but the job description is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

The States of Guernsey is committed to safeguarding and promoting the welfare of young people and expects all employees and unsupervised volunteers to share this commitment. The post holder is therefore required to hold an Enhanced and Barred DBS Certificate and be registered with its Status Update Service.

KEY CRITERIA:

ESSENTIAL

1. A suitable teaching qualification.
2. Inspirational teaching skills and the ability to motivate students, equipping them with the knowledge and skills needed to achieve at the highest levels.
3. Proven skill at formulating and implementing effective strategies to improve the delivery of high quality teaching and learning that will motivate students, equipping them with the knowledge and skills needed to achieve at the highest levels.
4. Proven ability to lead and direct the work of a team within the school and more widely within the Secondary School Partnership.
5. A commitment to working collaboratively in work of the Secondary School Partnership and in the development of the new school model.
6. The ability to use data effectively to monitor the progress and achievement of students and to inform decisions to enhance teaching and learning.
7. Proven experience of using modern technologies to enhance teaching and learning.

8. The ability to communicate effectively to a wide range of people.
9. Excellent organisational, administrative and classroom management skills.
10. Experience, understanding and skills relevant to the specific responsibilities of the post.

DESIRABLE

11. Current driving licence and own transport.

This post attracts a Long Term Employment Permit which means that you and your family members can live and work in Guernsey indefinitely. For more information please see [Employment Permit Information](#).