

**ST URSULA'S CONVENT SCHOOL**  
**HEAD OF DEPARTMENT**  
**Modern Foreign Languages**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>	Relevant Degree (good honours) QTS status	Postgraduate or relevant qualification. Evidence of recent relevant professional development activities
<b>Leadership and Management Skills</b>	Ability to set high standards and provide a professional role model for staff in the teaching and learning of the subject. Ability to set clear aims, direction and purpose for the subject and to lead staff to achieve identified developments. Creative approach to curriculum development. Ability to support, guide and motivate others. Ability to devolve responsibilities and delegate tasks, as appropriate. Good organisation and proven administrative experience. Ability to manage all aspects of Departmental assessment including; analysis and review	Ability to identify professional development needs and encourage continuing professional development, plan and organise CPD. A good level of ICT skills and understanding of the ways in which ICT can be used to enhance the teaching and learning of students and to monitor student progress.
<b>Curriculum Experience</b>	Good knowledge of current curriculum developments. Proven experience as an excellent classroom practitioner. Good knowledge and understanding of the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils. Knowledge and understanding of how evidence from a variety of sources can be used to inform expectations, targets and teaching approaches in the subject.	Experience of leading a curriculum development.
<b>Personal Qualities</b>	A capacity to work under pressure with leadership and good humour. Attention to detail and a proven capacity to finish a task. Excellent interpersonal skills. Commitment to supporting the Catholic ethos of the school	
<b>Safeguarding children</b>	Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Sound attitudes to the use of authority and maintaining discipline.	

# **ST URSULA'S CONVENT SCHOOL**

## **HEAD OF DEPARTMENT**

### **JOB DESCRIPTION**

#### **Purpose:**

- To drive for achieving successful results and progress for all students.
- Leading and managing the departmental team to ensure high quality teaching and learning in the subject area.
- Developing approaches to teaching and learning within the department and contributing to the middle leaders network.
- Contributing as a middle leader to the ethos, policy and practice of the school.

#### **Main Responsibilities:**

- To provide vision and direction for teaching and learning in the department, leading colleagues in working to meet agreed teaching and learning targets.
- Provide a framework for effective teaching and learning of all students of all abilities through current and relevant schemes of work and policies.
- To promote school systems to raise student achievement and maintain high standards of student work and behaviour through positive approaches to their work, supported self discipline, the monitoring of individual performance and other assessment procedures.
- To offer staff support and development through the monitoring and evaluation of the effectiveness of teaching and learning and standards of student performance.
- To contribute to the selection, induction and development of newly qualified teachers and staff new to the school.
- To lead department meetings.
- To attend and contribute to the meeting of the Heads of Department and Extended Leadership Team.
- To advise the Headteacher on the performance of the department from self-evaluation based on performance data, lesson observation, work trawls and students' views.
- To plan for the improvement in teaching and learning in the department and contribute to whole school planning.
- To ensure that financial and other resources are deployed effectively including appropriate delegation and allocation of roles in the departmental team.
- The efficient organisation of teacher assessments and examination entry procedures as they affect the department.
- Monitoring the progress of all students and arranging intervention when necessary.