



**ST JOSEPH'S  
COLLEGE**

APPLICATION FOR THE POST OF

**HEAD OF MFL & EAL**

## JOB DESCRIPTION

All teaching staff are responsible to a Head of Faculty/Subject Line-manager. Where more than one subject is taught, the line-manager will usually be within the main subject area with regular feedback being provided by the line-manager of other subject areas.

### General Requirements

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the wellbeing of all students in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Contribute to the extra-curricular provision in the College and to actively support the ethos of the College.
- Organise, prepare for all lessons and share good practice with colleagues wherever possible
- Take an active role in ensuring the realisation of the College Development Plan.
- Treat each student as an individual with courtesy and respect
- Teach lessons which meet students' specific learning needs, assess, monitor and record progress and be up to date with developments in their specific subject area.
- Undertake any other duty deemed reasonable by the Principal.

### Head of MFL & EAL

We would like from you:

- A proven track record of delivering outstanding examination performance at GCSE and A Level in Spanish
- The ability to enthuse students and demonstrate and share excellent classroom practice.
- The passion and commitment to lead and manage a team of teaching staff with a diverse range of specialist experience
- Experience of teaching EAL and preparing students for IELTS would be desirable
- The ability to monitor the quality of teaching and learning across the Faculty
- Experience of preparing Schemes of Work and routine Faculty documentation
- An ability to bring the subject alive, through the use of innovative teaching resources, dynamic learning and trips and visits
- The ability to teach KS2 – KS5 across all abilities
- Ensure students achieve their true potential in EAL
- Ensure the academic results in the Faculty remain outstanding
- Use data to inform planning
- Employ innovative teaching and learning strategies that meet the needs of all abilities of students
- To work closely with the Head of English Faculty on monitoring the progress of all EAL students across all English courses.

- To actively support and enhance the status of EAL within the College.
- To oversee and facilitate the entry of students onto A levels in their native language where applicable

### Specific roles

- To create a stimulating, attractive, healthy and safe environment for students and other staff to work in.
- To attend faculty meetings and other meetings as required. In the event of a clash between two or more subject areas the Line Manager, in conjunction with SLT, will review which meeting to attend.
- To ensure the effective coverage and delivery of the National Curriculum programmes of study and GCSE/A Level specifications.
- In conjunction with languages teachers, review syllabuses/specifications and ensure schemes of work and departmental handbooks are an inherent part of subject teaching.
- Support lesson observation and monitor teaching and assessment to embrace current best practice.
- Work with SLT and languages teachers to ensure high quality of Teaching and Learning within the classroom.
- Contribute as required to various school publications such as pupil handbooks, prospectuses, option booklets, staff handbook, health and safety manuals and school magazines and newsletters, and ensure familiarity with their contents.
- Contribute to College open mornings, parents' evenings, recruitment events and taster days for prospective students.
- Evaluate student data to assess performance within classes taught.
- To identify subject resources to enable you to set appropriate budgets annually.
- To take an active role in the discussion of Faculty Action Plans in line with the College Development Plan.
- To undertake regular line management meetings with direct line manager.
- To develop links with schools in the UK and abroad as well as links with business and industry.
- To liaise with pastoral teams to monitor academic progress of students taught.
- To seek opportunities to evaluate the perspectives of students.
- To develop strategies to ensure effective transition across key stages.
- To ensure Literacy, Numeracy, PSHEE and Citizenship, Fundamental British Values and ICT are embedded across the subject as appropriate.
- To ensure that principles of equality, diversity and inclusion (EDI) are actively embedded across the curriculum and departmental practice, promoting respect for all and addressing any instances of discrimination promptly and effectively.
- To ensure that all appropriate College procedures and policies are known and followed.
- To ensure that professionalism and best practice are maintained and reflect national developments.
- To contribute to the marketing and promotion of the College.

N.B: Every subject teacher will be expected to have pastoral responsibilities.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties

## Person Specification

Education and Qualifications	Essential	Desirable
Qualified teacher status.	✓	
Degree or relevant qualification	✓	
Commitment to personal/professional development.	✓	
Experience	Essential	Desirable
Experience of teaching at KS3, KS4 and KS5. Or equivalent	✓	
Experience of teaching or lesson observation in Post 16 lessons.	✓	
Ability and willingness to teach other related subjects.		✓
Knowledge and Understanding	Essential	Desirable
Secure knowledge and a good understanding of the key skills, concepts in specialist subject.	✓	
Clear understanding of the secondary curriculum and its assessment.	✓	
Employ a range of effective teaching, learning styles and assessment methods.	✓	
Able to use assessment data to inform and set targets.	✓	
Teaching and Learning	Essential	Desirable
Ability to raise the achievement for all.	✓	
Committed to ensuring excellent standards of behaviour at all times.	✓	
Committed to the role of tutor for a group of students and the benefits of pastoral care.	✓	
Experience of teaching a range of courses including KS3, GCSE, A Level.		✓
Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork.	✓	
Good communication skills.	✓	
Excellent role model for staff and students.	✓	
Innovative approaches to curriculum delivery.		✓
Ability to generate ideas and drive initiatives.		✓
Personal Qualities	Essential	Desirable
High expectations of students and colleagues.	✓	
Highly motivated and able to motivate and inspire staff and students.	✓	
Enthusiastic and committed.	✓	
A passion for teaching.	✓	
A forward thinking approach.	✓	
Excellent interpersonal skills.	✓	
Ability to be reflective and self-critical.	✓	
Display calmness under pressure.		✓
Potential for further promotion.		✓
Charismatic – having a ‘presence’.		✓
Willingness to take on other roles and responsibilities within the College.		✓
Other Requirements	Essential	Desirable
Enhanced DBS Disclosure is required.	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	

St Joseph's College Vision and Values  
Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's **mind, body, heart**, and **spirit** to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others