



## Twyford Church Of England Academies Trust

“I have come that you might have life and have it to the full” John 10 v10



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### William Perkin CE High School

#### Job Description

<b>Job Title:</b>	<b>Head of French</b>
<b>Grade:</b>	<b>Main Professional Grade (MPS/UPS) + TLR 2a (£2,721)</b>
<b>Line Manager:</b>	<b>Head of Department</b>
<b>Supervisory Responsibility:</b>	<b>Department post-holders</b>

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#### Key Outcomes & Specific Responsibilities

##### Curriculum & Assessment

- **Curriculum and assessment frameworks support outstanding progression**
  - Responsibility for creating, evaluating and updating Unit Planners in conjunction with other post-holders in Year 7-13 French, in line with Trust topic structure
  - Overseeing the organisation, production and quality assurance of lesson resources for all units in Year 7-13 French
  - Design and produce all Standardised Assessment materials in conjunction with other post-holders for Year 7-13 French in collaboration with other MFL departments within the Trust
  - Ensure that Go4Schools is set up and up-to-date with all Year 7-13 French Standardised Assessments and that it is completed as necessary by teachers of Year 7-13 French
  - Ensure that the KS3-5 curriculum and assessment framework effectively prepares students for KS5 French and beyond
  - Liaise with Twyford MFL Department to ensure consistency for comparing delivery of Schemes of Work and progress across the Trust
- **All staff are confident and consistent in the delivery of good and outstanding lessons**
  - Clear communication with the department in meetings and briefings regarding Curriculum and Assessment for Year 7-13 French
  - Leading sharing of good practice relating to curriculum development for Year 7-13 French in department meetings and briefings
  - Responsibility for the appropriate areas on M Drive and COPIA with relevant materials
- **Resources, including COPIA, are used effectively to support and enhance students' progress**
  - Updating all resources on COPIA for Year 7-13 French
  - Ensuring that there is a variety of revision materials and links on COPIA for students to access
  - Overseeing the organisation, production and quality assurance of lesson resources for all units in Year 7-13 French

## Achievement

- **Achievement is outstanding in Years 7-13 (75% meeting their target)**
- **Achievement in Years 7-13 French is effectively monitored and areas of weakness are identified and appropriate intervention implemented**
  - Ensure that teachers are completing Year 7-13 French Standardised Assessments in accordance with the curriculum and assessment framework and monitor results
  - Ensure that teachers of Year 7-13 French complete quarterly teacher results analyses
  - Complete Department Quarterly Results Trackers for Year 7-13 French
  - Co-ordinate and oversee intervention strategies for Year 7-13 French, e.g. Intervention Classes, Support Cards, Additional Resources
- **Uptake of French at all Key Stages is good**
  - Promote French as a GCSE option subject to be selected at the end of Year 9, to ensure a good-sized group
  - Promote French as an A-level option subject to be selected at the end of Year 13, to ensure a good-sized group

## Leadership

- **There is a clear strategy and communication with the development of curriculum, assessment, tracking and intervention in KS3-5 French**
  - Lead department communication e.g. in meetings and briefings, related to KS3-5 French
- **Lessons in KS3-5 French are good or outstanding**
  - Work collaboratively with the Head of Department to monitor teaching and learning at KS3-5 French and ensure that lessons are good or outstanding
  - Work collaboratively with the Head of Department to monitor and evaluate books and marking in KS3-5 French
- **New staff are well supported and inducted by the department, especially responsibility holders**

## SMSC / Wider Learning

- **There is a variety of extracurricular opportunities for students of Year 7-13 French**
  - Work collaboratively with Head of Department, Head of Languages Specialism, and teachers of French to ensure that there are regular and varied Extended Electives and Trips, provided by the department as a whole
  - Promote extracurricular KS3-5 French activities and monitor effectiveness
  - Lead or co-ordinate trips to France as appropriate
- **Student positions of responsibility at KS3-5 are used effectively**
  - Work collaboratively with Head of Department to monitor and co-ordinate MFL Form Reps, Language Scholars and future linguists
  - Run MFL future linguists club

*Mainscale job descriptions have been drawn up in line with the National Teachers Standards (DFE 2012); these also apply to all management post holders.*

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• University Graduate with a good degree in French</li> <li>• Qualified Teacher Status</li> <li>• You must be able to teach French up to A Level</li> <li>• Successful experience as a French teacher within a high achieving secondary school</li> <li>• A proven record of success in raising standards</li> <li>• Experience of the use of student results analysis outcomes to inform practice and target improvement</li> <li>• Experience of curriculum design</li> <li>• Successful experience of team leadership and management of staff</li> <li>• Knowledge of the requirements of and KS3/4/5 courses</li> <li>• An understanding of recent curriculum and teaching/learning developments</li> <li>• An ability to develop effective curriculum resources in French to meet the needs of the full ability range</li> <li>• An understanding of the strategies required to motivate and enthuse all students across the age and ability range to progress in French as part of a whole school approach to raising achievement</li> <li>• An understanding of the processes and techniques required to assess record and report students' learning effectively</li> <li>• A commitment to the principles and practices of Assessment for Learning</li> <li>• A commitment to developing Literacy and ICT in French</li> <li>• An ability to use ICT programmes and packages to promote learning</li> <li>• An understanding of the role of French within the wider curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further professional development</li> <li>• An understanding of the importance of, and a willingness to participate in, extra-curricular activities.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A strong commitment to and ability to articulate and model the values of the Twyford Trust</li> <li>• A firm approach to discipline, and good classroom management skills</li> <li>• An ability to work within, lead and motivate a team</li> <li>• An ability to generate enthusiasm for French</li> <li>• Committed to the highest standards in all areas of school life (behaviour, academic, enrichment)</li> <li>• Strong grasp of contemporary educational issues</li> <li>• A proven team worker with a very strong commitment to collaboration</li> <li>• Has outstanding communication and inter-personal skills</li> </ul>	<ul style="list-style-type: none"> <li>• A practising Christian</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to set challenging and achievable targets and ensure their delivery</li> <li>• Good time management/ able to multi task</li> <li>• Willing to contribute to the rich life of the school, including its extra-curricular offer</li> <li>• Clarity of vision/strategic thinker</li> </ul>	
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*The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>*

*You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.*