



Waverley School
Part of Waverley Education Foundation Trust

JOB DESCRIPTION

NAME:

SALARY: TLR2b

JOB TITLE: Head of Subject – European Languages

START DATE:

CORE PURPOSE:

To support staff and students within the department to be the best that they can and work towards an environment where:

- All students make at least good progress.
- Teaching is consistently good or better.

OVERALL RESPONSIBILITY

1. To be the Head of Subject for European Languages and raise standards of student attainment and achievement within the department.
2. To monitor student progress in all its aspects within the department
3. To lead on the development and monitoring of Teaching and Learning in all its aspects across the department.
4. To develop and enhance the teaching practice of others and nurture a culture where good practice is regularly shared.
5. To be accountable for the performance of all staff within the department and take appropriate action to support and effect improvement.
6. To ensure an appropriately broad, balanced, relevant and differentiated curriculum across key stages 3, 4 and 5 for all students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Trustees, Governing Body and Principal of the School.
7. To lead, manage and develop the department in all its aspects.
8. To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum.

SECTION 1 - GENERAL TEACHING DUTIES Teaching and Learning

1. Manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
4. Set homework regularly, (in accordance with the school homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
5. Work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Work effectively as a member of the Department team to improve the quality of teaching and learning.
7. Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
8. Use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. Contribute towards the implementation of support plans for pupils with SEND particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
4. Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents and carers.
5. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with school policy.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. Keep up-to-date with research and developments in pedagogy and the subject area.

Professional Standards and Development

1. Be a role model to pupils through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
3. Cover for absent colleagues as is reasonable, fair and equitable.
4. Establish effective working relationships with professional colleagues and associate staff.
5. Be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
6. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
7. Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
8. Be aware of the role of the Governing Body of the School and support it in performing its duties.
9. Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.
10. Consider the needs of all pupils within lessons (and implement specialist advice) e.g. EAL/SEND, Disadvantaged etc
11. Attendance at department meetings/staff meetings/ and Parents'/Open evenings

Health and Safety

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
4. Contribute to the professional development of colleagues, especially ECTs and ITTs.

Pastoral

1. To be a form tutor when required and to carry out the duties of a form tutor in all its aspects in line with school procedures.

SECTION 2 – LEADERSHIP RESPONSIBILITIES

Curriculum development

1. Working the Director of Learning for Modern Foreign Languages, be accountable for leading curriculum development within the department that meets the students for key stages 3, 4, and 5.
2. To ensure there are comprehensive schemes of work are in place
3. To ensure the needs of all students including: disadvantaged, SEND, EAL are met regarding teaching and learning strategies and differentiated SoW
4. To ensure that:
 - a. appropriate work, including homework is set and assessed in line with department, faculty, and school procedures
 - b. suitable tasks, assessments and examinations are set and assessed in line with school/exam board requirements.
5. To keep up to date with national developments in the subject area and teaching practice and methodology.
6. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
7. To ensure that teaching enables students to develop skills in reading, writing, communication and mathematics.
8. To ensure the department is equipped to deliver high quality remote learning when required
9. To ensure all members of the department are uploading work on the agreed home learning platform that students can access at home
10. To support the department with their extra-curricular provision

Recruitment/ Deployment of Staff:

1. To ensure that staff development needs are identified, through Appraisal reviews and targets, and appropriate programmes are designed to meet such needs.
2. To be responsible for the efficient and effective deployment of Teaching Assistants and other support staff where applicable.
3. To undertake Appraisals/Appraisal Review(s) of colleagues within the department.
4. To be responsible for ensuring that suitable work is set for classes when colleagues in the department are absent
5. To participate in the shortlisting and interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
6. To promote teamwork and to motivate staff to ensure effective working relations.
7. To participate in the school's ITT programme, where applicable
8. To support, monitor and assess ECTs within the department in relation to QTS standards and the requirements of the training provider
9. To ensure all ECTs have trained mentors in place with appropriate time in line with ECT/Mentor requirements
10. To be responsible for the day-to-day management of staff within the department and act as a positive role model.

Quality assurance

11. To monitor and evaluate the quality of teaching and learning across the department through, lesson observations, book scrutiny's, results evaluation reports, surveys/questionnaires, in line with school monitoring/QA procedures
12. To ensure staff within the department mark and assess students' work regularly and provide detailed and accurate feedback in line with the school's marking policy.
13. To take appropriate action to effect improvement as a result of internal and external monitoring processes.
14. Provide regular reports to SLT and / or Governors and Trustees that evaluate student achievement and progress and provide appropriate action points.
15. To monitor and evaluate the curriculum within the department in line with agreed school procedures.
16. To monitor the quality of work uploaded on the home learning platform to ensure it is of high quality and meets the needs of the students
17. To monitor, evaluate and hold to account the performance of all colleagues within the department.
18. To ensure that the department's monitoring/quality assurance procedures form part of the school self-evaluation procedures
19. To be involved in the college/trust programme of internal/external departmental reviews and to produce action plans for future development.

Management Information:

1. To ensure the maintenance of accurate and up-to-date student data.
2. To make use of analysis and evaluate performance data provided.
3. To identify and take appropriate action on issues arising from student data.
4. To oversee the production of student reports within the department.
5. To produce reports on examination performance, including the use of value-added data.
6. Manage the department's collection of data and to produce the timely results analysis in line with school procedures.

Communications

1. To ensure effective communication/consultation as appropriate with the parents/carers of students.
2. To ensure all deadlines are met for reporting to parents/carers.
3. To liaise with partner schools, Higher Education Institutions, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
4. To be responsible for liaison with the Trust Examinations Officer for internal/external examinations and entries.
5. To be fully involved in the consultation process by:
 - a. Chairing department meetings
 - b. Attending leadership meetings
 - c. Attend weekly SLT meetings when invited
 - d. Attend governors meeting when requested to do so
6. Attending any other scheduled meetings as and when required
7. To actively promote the development of effective subject links with external agencies.

Marketing and Liaison:

8. To contribute to the School marketing activities, e.g. the collection of material for press releases, School Prospectus, Newsletters etc
9. To lead the development of effective subject links with partner schools and the community, with attendance at Open Evenings and other school events as and when required.
10. To actively promote the development of effective subject links with external agencies.
11. Support with the production of Department handbooks which state the agreed procedures, practices and aspirations of the departments.

Pastoral

1. To be accountable for monitoring and supporting the overall progress and development of students within the department.

2. To put in place appropriate action plans to address underachievement of individual students and groups of students.
3. To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
4. To be responsible for behaviour and rewards within the department in line with the school's procedures and Behaviour Policy.
5. To liaise with the relevant pastoral leaders to secure high standards of behaviour and conduct within the department.
6. To be responsible for maintaining high standards of student behaviour in the department at all times.
7. To engage with parents and carers to support students' achievement and behaviour for learning in line with school policies.

SECTION 3 – GENERAL RESPONSIBILITIES

1. A teacher on MPS shall meet the Teachers' Standards (DfE 2012)
2. A teacher on the upper pay scale shall meet the Teachers' Standards (DfE 2012) and performance threshold standards as specified in the Teachers' Pay and Conditions Document.
3. To adhere to the Trust's Code of Conduct for all staff, Equality and Diversity, Safeguarding and Health and Safety policies.

Line Manager

The post holder will be responsible to the Director of Learning for Modern Foreign Languages, and through them to the Vice-Principal for Curriculum & Standards or other nominated senior leader, and through them they will be responsible to the Principal.

Review and amendment of this job description is normally subject to an annual review. It may be amended at the request of the Principal or the post holder after consultation.

Signed: _____ (Principal)

_____ (Post holder)

_____ (Date)

Waverley Education Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.

April 2026