

HURLINGHAM SCHOOL



Job Description 2019-2020

Job Title: Head of MFL

Accountable to: Heads of Section, Deputy Head and Head

Role: The responsibilities and duties of the Head of MFL are as follows:

Curriculum

1. Oversee the policy, action plan and scheme of work for modern languages, updating as and when necessary
2. To keep up to date with new curriculum requirements and ensure that the subject policy and scheme of work are in line with National Curriculum guidelines and, where appropriate, the entrance requirements for future schools from 7+ to 11+
3. To write, instigate and evaluate an annual subject action plan which underpins the aims of the 3 Year Development Plan, incorporates changes in the curriculum, improves areas of weakness and sustains areas of strength within the subject.
4. Oversee appropriate mechanisms for assessment, recording and reporting of MFL.

Professional Development

5. Ensure one's own professional development in MFL and primary teaching is updated regularly
6. Be aware of INSET requirements and provide in-house training as appropriate
7. Give guidance, support and advice to individual colleagues in order to improve their teaching of MFL

Teaching and Learning

8. Ensure there is continuity and progression in the teaching and learning of MFL
9. Monitor the delivery of the subject using a variety of approaches, including reviewing planning, monitoring pupils' work and observing lessons
10. Use the findings of monitoring to evaluate teaching and learning, and to disseminate good practice
11. Ensure there is adequate and appropriate use of ICT in the teaching of MFL

Resources

12. Plan a programme for the acquisition of new and replacement of outdated resources, with reference to the agenda of the MFL action plan
13. Maintain an updated audit of resources and oversee the distribution/storage of those resources

This job description will be reviewed annually and may be subject to amendment at any time by the Head 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.

Signature _____

Date _____