



## **Cayman Prep and High School Faculty Head (MFL) Job Description**

The Head of the MFL Faculty shall actively promote positive learning experiences to increase the academic achievement of the students by leading, managing and developing the subject within the faculty. He/She shall, in addition, undertake a full-time teaching role within the School and shall set an exemplary model to all staff of outstanding teaching practice and classroom management.

### **Purpose:**

- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum to meet the learning needs of the students, in accordance with the school's policies.
- Raise standards of student achievement and monitor and support student progress within the faculty.
- Lead the professional development of faculty staff.
- Lead the development of varied and appropriate teaching strategies within the faculty.
- Manage and deploy teaching staff, financial and physical resources within the faculty.
- Provide curriculum continuity and progression in MFL through supportive liaison with the Primary School.

**Reporting to:** The High School Principal

**Responsible for:** All teaching staff working within the MFL Faculty.

**Liaising with:** The Learning Support Coordinator; Form Tutors; Key Stage Coordinators; Academic Leadership Team

The duties and responsibilities of The Head of the MFL Faculty include but are not restricted to the following:

### **1. Strategic Planning**

- Work with colleagues to formulate a vision, coherent aims, objectives and a Faculty Improvement Plan in line with the overall vision, aims and objectives of the School Improvement Plan.
- Manage the effective deployment of staff and physical resources within the allocated budget to maintain an effective learning environment.
- Develop an appropriate range of teaching and learning strategies to support all learners, including the effective use of technology.
- Work with colleagues to produce and maintain an appropriate Faculty Handbook reflecting up-to-date faculty policies and procedures.
- Establish open and frequent communication with other Heads of Faculty on relevant cross-curricular and extra-curricular issues.

### **2. Curriculum Development**

- Keep up-to-date and fully informed of current research and best practice.
- Working collaboratively with the faculty staff, develop, evaluate and revise all curriculum documentation annually to ensure that rigorous academic standards and high expectations are maintained and that the syllabus requirements of the External Examination Boards are fully and appropriately implemented.

- Ensure that Schemes of Work for all Key Stages are current, fully documented and available for all faculty members on the Q drive and or Staff portal
- Chair weekly faculty meetings to review curriculum implementation regarding the Faculty Improvement Plan, units of study and lesson planning.
- Maintain relevant accreditation with the examination and validating bodies.

### 3. **Assessment.**

- Ensure that standards of marking and assessing are consistently and fairly applied in accordance with faculty guidelines.
- Ensure that all teachers use appropriate targets, based on formative assessment of class work and standardised tests, to sustain improvement in student learning.
- Use comparative data effectively to monitor the progress of individuals and groups of students, identifying barriers to learning and implementing strategies to support improvement.
- Ensure that internal examination and test papers adequately and fairly reflect the appropriate Units of Study, and enable formative, as well as summative, assessment of academic progress.
- Assume full accountability for the smooth and successful implementation of all internal examinations within the faculty.
- Work cooperatively with the Academic Leadership Team, Key Stage Coordinators and the Examinations Officer in meeting all reporting deadlines.

### 4. **Staff**

- Promote teamwork and develop effective working relationships.
- Familiarise all faculty members with the Q-drive, VLE and SIMs
- Work cooperatively and supportively with other Faculty Heads and the school's management teams.
- Actively participate in the recruitment process pertaining to the Faculty.
- Assist with the orientation of new staff.
- Chair faculty meetings efficiently, ensuring the recording and circulation of the agenda and minutes.
- Undertake Performance Management Reviews.
- Ensure that staff developmental needs are identified and appropriate programmes are planned to support professional development.
- Review and approve lesson plans for each unit of study.

### 5. **Communication**

- Communicate a clear vision for the curriculum to all stakeholders.
- Assume responsibility for the prompt communication to parents of any matters of concern about the academic progress of their child.
- Ensure that parents are regularly provided with formative information in jargon-free language, not simply marks, grades or numerical values.
- Supervise the reporting to parents of students' progress, to ensure that high standards are maintained and deadlines are met.

Signed:

Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

High School Principal: \_\_\_\_\_ Date: \_\_\_\_\_