



Job Description & Person Specification

Assistant Curriculum Leader - Languages



Job Title : Assistant Curriculum Leader – Languages
Scale : Teachers Pay Scale + TLR

Job Purpose

- To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.
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Reporting Arrangements

Reports to : Curriculum Leader and Trust Director of Languages
 Accountable for : N/A

Main Responsibilities

- Assist the Curriculum Leader in working to ensure that the Cornerstones of Leadership and Service, Competition and Physical Endeavour and Culture, Creativity and Rhetoric are implemented in line with the department's development plan.
- Contribute to the department's co-curricular offer as well as support in the assessment, tracking and intervention of all students.
- Assist the Curriculum Leader to establish a link between improvements in teaching and learning and high standards.
- Liaise with colleagues in other Trust schools to develop the Languages curriculum in collaboration with other TLR postholders and the Director of Languages.
- Use the quality assurance process to identify strengths and weaknesses in performance.
- Take responsibility for the maintenance of good order in departmental lessons and to liaise with pastoral and other staff.
- Build collaborative working practices.
- Contribute to responsibilities relating to the effective leadership of the department.
- Support the Curriculum Leader by participating in appropriate subject/curriculum leader training to improve leadership and management expertise.
- Follow the Quality Assurance guidelines.
- Collaborate to ensure that the Departmental Development Plan delivers the requirements of the School Development Plan and is regularly monitored and reviewed.
- Ensure that lines of communication within and outside the department are efficient and effective.
- Assist in the management of the reward system that we operate.
- To develop and promote extra-curricular links, activities and events.
- To assist with the development and running of departmental PP&R.
- Prepare and teach lessons of a high standard to the students assigned to them:
 - Following designated programmes of study;
 - Carrying out the necessary assessments,
 - Providing information/comments for records,

- Monitoring students in accordance with agreed departmental strategies.
- Maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, homework etc.
- Contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons and maintenance of materials.
- Participate in the applications of the departmental homework policy which includes setting, marking of homework and monitoring homework diaries.
- Work closely with and consult those teachers who are also responsible for similar curriculum areas, ensuring continuity and progression for students.
- Engage in continuous professional development in relevant areas.
- To carry out the necessary Teaching Responsibilities as per The Teachers Standards.

Trust Responsibilities

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours

As your sphere of influence grows, so grows your responsibility for stewardship of these guiding principles and qualities:

- Show unswerving commitment to the shared vision and values – *badge on shirt*.
- Demonstrate impeccable standards of competency within areas of expertise - *focus on learning*.
- Have a sense of urgency for sustainable results - *does whatever it takes*.
- Challenge the status quo - *eye on the horizon*.
- Strive for autonomy whilst securing accountability - *develops agency in others*.

- Focus on team over self - *demonstrates self-sacrificial leadership.*
- Commit to continuous improvement for self and others - *recognises that better is possible.*
- Build trust through clear communication and expectations - *develops commitment to the vision in others.*

Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Good Honours Degree 2.2 and above 	
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of teaching a language (French, Spanish or German) at KS3 and KS4 • Experience of promoting the general progress and well-being of students/pupils, including specific 'groups' • A record of implementing change programmes to raise standards relating to student/pupil progress • A record of using data to benchmark and raise standards • Have a proven record of GCSE exam success and up to date knowledge of changes to exam specifications. • Knowledge of the principles and practices of effective teaching and learning • Experience of preparation of schemes of work and lessons • Knowledge and understanding of subject area(s) • Evidence of being able teach consistently high quality lessons • Experience of delivering to deadlines and achieving set targets to a high standard. • Experience of allocating and prioritising workload effectively to gain maximum productivity. • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Ability to teach French, Spanish or German to KS5 • Ability to teach a second language at KS3 & KS4 • Successful leadership and management in more than one school • Proven track record in providing guidance, support and advice to students/pupils • The ability to lead on subject specific CPD in an area of expertise • The ability and desire to teach across the age and ability range • Knowledge of formative assessment techniques
Skills	<ul style="list-style-type: none"> • Confident and innovative teaching • Enthusiastic and able to engender enthusiasm in others • Excellent planning and organisational skills • Ability to work as a member of a team • Effective communication skills 	

Other Qualities	<ul style="list-style-type: none"> • Professional approach • Commitment to an inclusive ethos with the view that “Every Child Matters and Can Achieve” • Flexible • Approachable • Initiative • Energy, optimism and enthusiasm • Commitment to safeguarding and promoting the welfare of children 	<ul style="list-style-type: none"> • Full driving licence
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