



The High School
Leckhampton



THE HIGH SCHOOL LECKHAMPTON JOB DESCRIPTION

JOB TITLE:	Curriculum Lead for Modern Foreign Languages (MFL)
SALARY GRADE:	TLR 2a
CONTRACT TERM:	Full-time & Permanent
RESPONSIBLE TO:	The Assistant Headteacher (Curriculum, Teaching & Learning), The High School Leckhampton (Part of The Balcarras Trust)
RESPONSIBLE FOR:	All teachers of MFL

GENERAL INFORMATION

Applications are invited for the position of **Curriculum Lead for Modern Foreign Languages** for The High School Leckhampton, from September 2024.

This is a uniquely privileged opportunity for the right candidate to play a pivotal role in shaping our provision of MFL as the school expands, taking a 4th intake of Year 7 pupils in September 2024 and start our GCSE courses with our Year 10s. We see it as of paramount importance to appoint the right person to join a very successful – and happy – teaching staff that is already notable for its particularly strong emphasis on teamwork and mutual support. The successful candidate should have a keen appreciation of the school's ambitious ethos and an understanding of how academic study and scholarship, pastoral care and extra-curricular activities contribute equally within it.

The successful applicant will be confident, resilient, and comfortable with change. They will be expected to quickly familiarise themselves with the existing culture, ethos and practices of the school that have been established since the school opened in September 2021. The person fortunate enough to be appointed to the post will need to 'hit the ground running' as they will be joining the school as we start to deliver our Key Stage Four curriculum. Our new state of the art school building brings with it many fantastic facilities and the opportunity to establish an MFL Department in large, light classrooms, that are superbly resourced.

An attractive feature of this role is the opportunity to continue building the curriculum and department with only 4 year groups.

Above all else, the appointed candidate will share our ambition that provision of Modern Foreign Languages at The High School Leckhampton is second to none. They will be a superbly capable teacher, comfortable with significant and high-profile responsibility, and be as motivated, creative, and dedicated as the inaugural team of staff who have already worked so passionately to bring our school and the Modern Languages Department to life.

Key Leadership Responsibilities

- Overall responsibility for all pupil outcomes in MFL (currently French & Spanish) at KS3 & KS4
- Provide leadership of the MFL curriculum, ensuring that it is in line with the school's curriculum ambitions and is effectively mapped from Key Stage 3-4, consistently implemented and consistent with The High School Leckhampton's commitment to outstanding progress for all pupils
- Ensure that Teaching and Learning in MFL is consistently engaging, appropriately challenging, and suitably differentiated so that all pupils make excellent progress, regardless of their starting point
- Implement the Teaching and Learning framework, conducting learning walks, pupil pursuits and lesson observations and acting upon findings
- Keep abreast of pedagogical developments in the teaching of MFL, so that teaching is highly effective across the department
- Ensure the department priorities for the year are identified through a Development Plan and to ensure the plan is implemented, monitored, and reviewed with the Assistant Head (Curriculum)
- In conjunction with the Assistant Head (Curriculum) to develop and implement an effective Assessment Policy
- In conjunction with the Assistant Head (Curriculum) to develop and implement an effective Homework Policy
- Administer all aspects of the MFL curriculum, including exam entries and ordering resources using the department budget
- Be responsible for the day-to-day management of MFL teachers including recruitment, appraisal, and performance management
- Ensure staff development needs are identified and appropriate programmes are designed to meet these needs including supporting any non-specialist teachers in the department
- Develop strong links with Primary Schools to ensure an effective transition from Key Stage 2 to 3
- Ensure the materials, equipment and fabric of the Department are well maintained and relevant Health and Safety Regulations are observed
- Ensure MFL displays are engaging, up to date and bring the subject to life for the pupils

- Ensure positive behaviour in lessons and deal appropriately with any disciplinary matters
- Set cover for absent colleagues and supervise cover/supply staff
- Organise a rich programme of extra-curricular opportunities and educational visits, including foreign trips
- Lead extension, revision, and intervention programmes in a timely and effective manner
- Act as a role model for staff and pupils
- Respond to all pupil, parental and staff enquiries relating to MFL
- Contribute to the school website, newsletters, and other publications so that MFL has a high profile across the school and amongst the wider parental community
- Represent the subject and promote it at Open Evenings, ensuring the subject has a high profile amongst pupils and staff

The Department

The team in the department are:

Ms Lisa Claydon	Current post holder and Subject Leader for GITEP. Teacher of French and Spanish
Mrs Lindsey Wright	Teacher of Spanish and French

The Curriculum

Our Year 7 pupils learn French and in Year 8 all pupils also study Spanish. All pupils continue both languages in Year 9. It is our aspiration that the vast majority of our pupils will choose to study a language at GCSE. The successful applicant should therefore be able to demonstrate the ability to teach Spanish and French and be a highly effective classroom practitioner.

The appointed candidate will be expected to plan and deliver a curriculum that is both challenging and inclusive, so should be able to teach to pupils of all abilities. The successful candidate will play a vital role in delivering high standards of education and ensuring students are fully involved in the wider life of the school.

Already our pupils have enjoyed extra-curricular languages clubs including Mandarin, German, French, Latin and Italian. The appointed candidate should be excited by the opportunity of either continuing these clubs or exploring new opportunities. We recently offered a very successful foreign residential to France in December 2023, visiting French markets and first world war battlefields.

The Facilities

The department consists of 4 brand-new, classrooms that are superbly resourced with ViewSonic screens. There is also a MFL IT suite with computer access for a full class.

The above responsibilities are in addition to the responsibilities and duties outlined in the School's standard job description for a Teacher. These responsibilities are also subject to the general duties and responsibilities contained in the documents that constitute the Teacher Contract of Employment and letter of appointment.

PERSON SPECIFICATION

The successful candidate will be expected to demonstrate evidence of the following skills, qualifications, and experience:

Essential Qualities

- Have an outstanding knowledge and understanding of French and Spanish
- Be able to demonstrate excellent classroom practice in teaching and learning at GCSE (both languages) and A Level (one language)
- Demonstrate the very highest standards of professional conduct
- Be able to establish and lead a team
- Be committed to his/her own professional development
- Be supportive of the ethos of the school and department
- An understanding of the nature and value of comprehensive education and the challenges of establishing a new school
- Commitment to the paramount importance of the safeguarding and wellbeing of pupils

EQUAL OPPORTUNITIES

It is the policy of The High School Leckhampton to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition, or disability. The High School Leckhampton promotes equal employment opportunities in all aspects of employment through positive employment policies and practices. If any special requirements are needed to attend an interview, please inform the school.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

Please note that all appointments are subject to the Balcarras Trust Recruitment, Selection and Disclosure Policy and Procedures.

January 2024