



Job Description

Curriculum Leader for Modern Languages

Salary Allowance:	TLR 2b (£5,872)
Accountable to:	Headteacher and Trustees
Line Manager:	Member of the Senior Leadership Team
Line Management Responsibilities:	Curriculum Area Staff
Appraisal Team Leader for:	Curriculum Area Staff

Core Purpose of the Post

To provide professional leadership and management of the Curriculum Area to secure high quality teaching and excellent standards of learning, progress and attainment of all students, using staff and other resources, and assessment to best effect.

Accountable For:

- Leadership of the Curriculum Area: The strategic and operational leadership of the Curriculum Area and other teaching staff within the Curriculum Area.
- Student Achievement: The progress and attainment of all groups of students across the Curriculum Area.
- Teaching, Learning and the Curriculum: Securing consistently high quality teaching and learning across the Curriculum Area, ensuring the curriculum meets the needs of all students and promoting extra-curricular provision and, where appropriate, opportunities to engage with the wider community.

Wider Responsibilities:

- Actively support the ethos of the school and act as a role model to others to develop a culture of high expectations, aspirations and academic excellence.
- Work in partnership with the SLT to contribute to aspects of whole school development when opportunities arise.

The responsibilities defined in this job description are undertaken in addition to your responsibilities as a Classroom Teacher as defined in the relevant job description.

Leadership of the Curriculum Area:

- With team members, develop a shared vision for the Curriculum Area, with learning and achievement as the core purpose.
- Embody the values of the school by acting as a lead professional and setting a professional example to staff and students.
- Establish a culture that promotes excellence, equality and high standards of all students.
- Lead, develop and deploy teaching staff effectively within the Curriculum Area to implement the vision and raise standards.
- Monitor and evaluate standards of teaching and learning across the Curriculum Area and identify areas for development.
- Monitor standards of student behaviour / attitudes to learning and intervene when required, in line with the whole school policies and practices, to ensure learning is not disrupted.
- Ensure self-evaluation and quality assurance (QA) processes are robust, consistent across the Curriculum Area and implemented in line with whole school policy and practice.
- Lead self-evaluation and QA across the Curriculum Area to identify priorities for improvement, develop and implement appropriate action plans and review progress against targets.
- Ensure that the views of relevant stakeholders are sought and used to evaluate and further develop the work of the Curriculum Area.



- Develop a culture of support and consistently high expectations across the Curriculum Area to improve standards and embed accountability.
- Be committed to good relationships and equality of opportunity for all.
- Ensure educational priorities are supported through careful budget management.
- Organise the Curriculum Area accommodation to allow the curriculum to be taught effectively.
- Review and monitor resources to ensure they are adequate to deliver the curriculum and meet the needs of all students.
- Ensure that the best value principles of comparison, challenge, consultation and competition are applied in the area's management and use of resources.
- Ensure parents are provided with good quality information on their child's progress.
- Ensure compliance with school assessment, marking and reporting policies and procedures and regularly review and update to respond to national changes.
- Develop and maintain positive links with parents, responding promptly when concerns are raised.
- Where relevant, ensure effective links are developed and maintained with partner organisations.

Student Achievement:

- Be accountable for the achievement (progress and attainment) of individual students and groups of students across the Curriculum Area.
- Lead and implement effective strategies to assess, monitor and track student progress accurately and coordinate timely intervention to prevent underachievement.
- Make effective use of data to improve achievement and reduce variation between groups of students across the Curriculum Area.
- Provide support to colleagues across the Curriculum Area to ensure data is understood, including external information, and used effectively to identify priorities and improve achievement.
- Work with teachers to ensure that students are well prepared and entered for appropriate courses and external assessments at KS4 and KS5.

Teaching, Learning and the Curriculum:

- Lead the development of teaching and learning across the Curriculum Area, in line with the school's priorities set out in the Blueprint for Teaching and Learning.
- Role model excellent teaching, marking and feedback within the Curriculum Area.
- Communicate the importance of consistently high quality teaching and actively encourage collaboration to share good practice across the Curriculum Area
- Ensure that all staff are supported in the development of their teaching practice.
- Plan and implement strategies to support colleagues to improve teaching where needs are identified.
- Ensure quality homework is set and marked across the Curriculum Area, in line with whole school and subject policies, so that students receive timely and purposeful feedback that supports their learning.
- Ensure effective use of assessment information to inform planning and target setting, and to challenge students to achieve.
- Lead, where appropriate, on the implementation of whole school systems for monitoring the quality of teaching and learning with the Curriculum Area, including work scrutiny, lesson observations and learning walks.
- Develop and implement a curriculum that meets the needs and aspirations of all students.
- Ensure appropriate programmes of study are planned, maintained and implemented in each, responding where necessary to national change.
- Ensure extra-curricular opportunities are organised for Modern Languages, including to learn languages beyond those offered through the school curriculum, overseas trips and university links.
- Work alongside colleagues in partner primary schools to ensure a seamless, effective transition from Key Stage 2 to 3; supporting curriculum development, monitoring and intervention through regular communication, collaboration and networking.

Personnel:

- Demonstrate commitment to effective working relationships, distributed leadership and individual and team development.
- Ensure there is effective appraisal for staff in the Curriculum Area in line with school policy.
- Ensure there is good delegation to allow for the effective contribution of all staff to the work of the Curriculum Area.
- Inform the Headteacher of the number, qualification and experience of teachers and support staff required to match the demands of the Curriculum Area and the curriculum it is required to deliver.



Formby High School

Job Description

- Support team members in meeting their individual CPD needs and monitor the professional development needs of all staff within the Curriculum Area.
- Ensure there is effective induction of staff, including trainee teachers, new to the Curriculum Area; support ITT students and ECTs by providing a comprehensive mentoring and development programme.
- Ensure that appropriate work is set for classes in the event of the absence of a member of the Curriculum Area.
- Ensure relevant meetings are attended and Curriculum Area colleagues are consulted and informed about matters discussed.

In addition to these specific responsibilities the post-holder may be required to undertake any additional responsibility that might reasonably be deemed to be part of the job.

These responsibilities may be reviewed at any time with due consultation.