



**Job Description**

**Curriculum Leader for Modern Foreign Languages - Spanish & French**

**Purpose of the Post**

To contribute to achieving the aims and objectives of the Curriculum Area and of Thamesmead School and to lead, develop and teach an effective and stimulating curriculum, so maximising the attainment of the students

**Accountable to:** Assigned Leadership Team Member

**Accountable for:** The Curriculum area of Modern Foreign Languages – Spanish & French

**TLR:** 2.3 £7,847

**Key Accountabilities**

**Strategic direction and development of the curriculum area**

Within the context of the school's aims and policies to develop implement, monitor and evaluate subject policies, plans, targets and practices, which relate to your curriculum area of responsibility.

**Key Tasks**

- establish short, medium and long term plans for the development of the subject and monitor and evaluate their progress;
- to monitor the progress of students through the effective use of data and implement intervention programmes where necessary;
- implement, monitor and evaluate school policies as they relate to the subject;
- use information on local and national initiatives to update policies and practices in the subject;
- foster a climate which helps staff in your curriculum area to maintain a positive attitude to the teaching of the subject;
- establish a clear understanding of how the curriculum area contributes to students' spiritual, moral, emotional, cultural, social development and race awareness. Use this understanding to promote British Values;
- highlight those aspects of the curriculum area which prepare the students for the opportunities and responsibilities of adult life
- ensure the consistency of high standards across the Curriculum Area;
- to develop and share an exciting vision for outstanding learning across the MFL Curriculum Area, and plan to realise it;
- To lead and investigate any Stage 1 complaints in accordance with the School's Complaints Policy.

**Teaching and Learning**

Secure and sustain effective teaching, evaluate standards of students' achievements and set realistic and meaningful targets for improvement.

**Key Tasks**

- review schemes of work to ensure subject coverage, continuity and progression for all students in an environment that fosters student enjoyment;
- to ensure a working environment in which learners feel safe and adopt safe practices.

- contribute to the development of students' literacy, numeracy, citizenship, ICT and study skills;
- establish and implement clear assessment, reporting procedures within the school's ARR Policy and assist students in setting targets for improvement;
- ensure information on students' prior attainments and achievements are used effectively to secure good progress;
- set targets for student attainment and achievement in the subject and monitor and evaluate progress against those targets;
- monitor and evaluate the quality of teaching and learning in the department and use the analysis for further improvements;
- establish a partnership with parents involving them in and informing them of their child's progress;
- develop opportunities for students to express their views and have the opportunity to take on more responsibility;
- provide guidance on a variety of teaching and learning methods to meet the differing needs of all students;
- develop effective links with the local community, including business and industry, to enhance teaching and learning in the subject and prepare students in their economic well being.

### **Leading and managing staff**

Provide the support, information and opportunities for development necessary for all those involved in the teaching of the curriculum to sustain motivation and improvement of standards.

#### **Key Tasks**

- establish best practice procedures in curriculum;
- help staff achieve constructive working relationships with students and parents;
- establish clear expectations and constructive working relationships among staff;
- take responsibility for your own CPD and audit the training needs of staff and play the leading role in their performance management and continuing professional development;
- ensure that trainees and Early Career Teachers are appropriately trained and supported via liaison with Training School Staff;
- support the SENCO to ensure the implementation of appropriate provision for SEND students;
- ensure that line manager and Headteacher are well informed about developments relating to the department;
- sustain your own motivation and that of the staff within the curriculum area.

### **Efficient and effective development of the staff and resources**

The Curriculum Leader will identify appropriate resources for the Department and ensure they are used effectively, efficiently and safely.

#### **Key Tasks**

- advise the line manager and liaise with the Assistant Headteacher responsible for the timetable on the best deployment of staff;
- establish staff and resource needs and likely priorities for expenditure and advise the line manager/business manager;
- ensure resources including capitation and ICT are effectively managed;
- use curriculum accommodation to the best effect to create an effective and stimulating environment for the teaching and learning of the curriculum area;
- ensure there is a safe working and learning environment;
- be pro-active in attracting additional funding and resources for the curriculum area;
- play a full part in the recruitment of new staff to the curriculum area.

### **Wider contribution to school leadership and organisation**

#### **Key Tasks**

- Attending MLT and contributing positively to the direction and development of school policy and practices.

- Leading on the development of curriculum related whole school policy.
- Sharing the best practice in your Curriculum Area with all staff via teachmeets and staff meetings.
- Supporting the day to day smooth running of the school through contribution to lunch time supervision, on call, and leading detention supervision.
- Providing support to ensure effective work is provided for students in the unforeseen absence of team members and supporting with the supervision of large group silent study if required.

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrably share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).