

JOB DESCRIPTION

POST TITLE: Leader of Teaching and Learning in MFL

LOCATION/BASED: North Gosforth Academy

GRADE: MPR/UPR with TLR 2C

RESPONSIBLE TO: Principal

CORE PURPOSE: To be accountable for learner achievement within timetabled classes by effective teaching and learning and to contribute to the monitoring and development of MFL and to student development.

Lead Teaching and Learning Responsibilities

1. Lead learning within MFL by developing and implementing assessment strategies, data analysis and appropriate intervention programmes (including behaviour management) to ensure that identified standards of learner achievement are met.
2. Lead, develop and enhance the teaching and student development practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning and management of learners.
3. Lead, manage and develop the provision of programmes/activities that match learner aspirations and potential, and achieve excellence for learners within MFL.
4. Line and performance manage a team of staff, including contributing to the effective recruitment and development of its members in order that the team's objectives are achieved.
5. Facilitate an ethos within the MFL team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
6. Ensure that Health and Safety policies and practices, including Risk Assessments, are carried out in line with national requirements.
7. Maintain quality assurance of reporting to parents on student progress in accordance with the school's overall systems.
8. Lead SEF procedures and development planning in MFL.
9. Secure effective liaison with feeder schools and outside agencies.
10. Manage the available resources of space, staff, money and equipment within MFL effectively.

GENERAL RESPONSIBILITIES

11. Create and manage a learning environment and achieve a support culture and behaviour management strategy which enable learners to achieve their potential.
12. Contribute to the monitoring and development of student development across the curriculum to ensure suitable opportunities are provided for learner aspirations to be met.
13. Plan effectively in the short, medium and long term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.
14. Apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.
15. Assess, record and report on the development and progress of learners, develop and maintain Individual Learning Plans for a group of students and analyse relevant data to promote the highest possible aspirations for learners, targeting expectations and actions to raise learners' achievements.
16. Demonstrate ongoing development and application of teaching expertise, subject specialism and phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
17. Work collaboratively within and beyond the classroom with support staff (including directing their day to day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well being of learners.
18. Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
19. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
20. Whilst the school is growing, take responsibility for a tutor group and to contribute to the development of citizenship and the Guidance Programme.
21. To promote and safeguard the welfare of children and young people you come into contact with.
22. Demonstrate the vision and values of the Trust in everyday work and practice.
23. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
24. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
25. Attend out of hours events as reasonably required.
26. Take responsibility for your own continuing professional development.

27. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
28. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: Leader of Teaching and Learning in MFL

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Excellent classroom practitioner	✓	
Creative forward thinker	✓	
Expertise in raising standard of teaching and learning	✓	
Expertise in curriculum development	✓	
A person of drive and enthusiasm	✓	
Ability to lead a team and influence others	✓	
Excellent knowledge and understanding of current curriculum developments and best practice in MFL	✓	
An ability and willingness to be versatile and contribute to a range of aspects of school life	✓	
Record of effective management and leadership skills		✓
High level of competence in the use of ICT and a clear interest in its development and use in the department		✓
Track record of raising achievement		✓
Ability to teach other additional subjects		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Relevant degree	✓	
Qualified Teacher Status	✓	
Evidence of working as a reflective practitioner, using a variety of approaches to secure ongoing professional development.	✓	
Knowledge of current educational management practices and issues		✓
Evidence of leadership training		✓
Evidence of further study		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Good track record of high levels of achievement and progress across KS3 and 4	✓	
Experience of developing and implementing a new initiative or setting up and leading a project within MFL	✓	
Experience of creating effective schemes of work	✓	
Experience of successful management or leadership within an MFL Department		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Well-motivated and enthusiastic	✓	
Commitment to success in education	✓	
A good team worker	✓	
Prepared to accept responsibility and take initiative	✓	
Good organisational skills	✓	
Ability to motivate students	✓	
An interest and commitment to the whole school community		✓

A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Children's Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.