



Location: The Carlton Academy, Conningswath Road, Carlton, Nottingham, NG4 3SH

Salary: Main Scale/ Upper pay scale plus TLR2C

Hours of work: Full time

Responsible to: Head of Faculty

Post objective: To lead the curriculum for French at Key Stage 3 to 5. Working as a subject leader under the line management of the Head of Faculty.

This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.

Main Duties and Responsibilities:

Leadership

- To demonstrate a positive attitude in leading teaching.
- To fulfil the role of the lead professional, maintaining high standards in all aspects of teaching and professional behaviour, and seeking continuously to improve.
- To lead, motivate, support, challenge and develop staff to secure improvement.
- To lead a team to drive standards across key stages.
- To drive the achievement of key groups through leadership that results in excellent and bespoke teaching and learning for all.
- To evaluate work undertaken by teams and individuals ensuring that there is clear delegation of tasks and devolution of responsibilities.
- To ensure that the most effective use is made of Department staff, participating as appropriate in the timetabling process.
- To ensure strategic planning and day-to-day working practices support the aims of the school.
- To teach in an exemplary manner, and to model to staff and students consistently excellent and professional behaviour.
- To be a presence around the school, promoting both the ethos, spirit and the letter of school policies.
- To promote within the Subject, school and the Academy Trust, a professional atmosphere of friendliness, support and rigour, and an enthusiasm for improving standards of learning.

- To be professional, friendly and respectful towards all colleagues and to address any concerns through proper channels.
- To implement and sustain effective systems for the management of staff performance incorporating appraisal and targets for teachers, including targets relating to students' achievement.
- To ensure that the school's Behaviour Policy is fully implemented by staff.
- To line manage Departmental staff, including being their appraiser for annual appraisals.
- To celebrate and praise the achievements of staff and students.
- To monitor the quality of learning in line with the school's Quality Assurance Policy for Teaching.
- To take immediate and robust action to bring about improvement where practice is less than good.
- To demonstrate a positive attitude in leading the subject.
- To ensure that resources are ordered in good time and within the subject budget, and that they are maintained safely and in good order.
- To be a spokesperson, when occasion arises, for the school and its aims.

Curriculum Planning

- To ensure that detailed schemes of work are planned for all courses run by the subjects.
- To ensure that formative and summative assessment is integrated into the schemes in line with the school's and Trust Assessment and Monitoring Policy.
- To delegate, as appropriate, the development of schemes of work to groups of staff, giving a lead on the key elements to be covered and monitoring and supporting their work so as to ensure high standards of teaching and learning on the courses planned.
- To ensure schemes of work support a range of learning and teaching approaches, including the use of ICT, and focus appropriately upon any strands of learning that may be important for identified cohorts and target groups of students.
- To ensure that schemes of work embrace and build upon national best practice and other developments in learning and pedagogy.
- To ensure that examination courses are planned very precisely in terms of the current syllabus and that assessment activities prepare students well for the examination and are graded to give an accurate measure of performance.
- To ensure that planning is in place for the development of resources and assessments for the new GCSE French.
- To ensure either that schemes of work provide extensive support to teachers in producing lesson plans, or embrace model lesson plans.
- To train and coach Departmental staff in the effective use of schemes of work and teaching materials and to access support for staff as appropriate from partnerships, Chief Examiners, Academy Trust colleagues and other sources of expertise.
- To plan for changes to the curriculum ensuring that the Trust and school's priorities are fully supported, that future developments in the national picture are fully anticipated and that maximum use is made of 'gained time', INSET days and other available development time.

- To ensure that the structure of the curriculum supports personalisation for all students.

Assessment and monitoring

- To ensure that students are entered appropriately for examinations and to liaise closely with the Examinations Officer and head of faculty over entries and the checking of entries and results.
- To ensure that the school's Assessment Policy is fully implemented.
- To ensure that assessment is used to promote high quality learning and that assessment activities are designed to meet the range of purposes outlined in the school's Assessment Policy.
- To ensure that assessments are planned to align with the school's Assessment Calendar.
- To ensure that main assessments are designed in terms of syllabus assessment objectives and assessment criteria, and are weighted in line with syllabus weightings.
- To ensure that main assessments accurately measure the units of work they are meant to cover and do not anticipate elements of the terminal examination that have not yet been covered.
- To participate in the school's procedures for target setting.
- To monitor the performance of students in both external and internal examinations.
- To ensure that the potential grade thresholds of groups, their behaviour and their academic potential are all fully considered in the deployment of staff.

Behaviour

- To ensure that the school's Behaviour Policy is fully implemented within the Subject/Department.
- To be a port of call for any concerns over behaviour and to deal with poor behaviour and its causes robustly and as soon as is practicable.
- To liaise closely with the Head of Faculty, Curriculum Leaders, Pastoral Managers, Pastoral Tutors and Support Staff over achievement, behaviour and attendance, and to be available to respond to the concerns of parents/carers

Communication and Marketing

- To attend Parents Evenings, Open Evenings and Options Evenings and other evenings as appropriate and ensure that the work of the Department is demonstrated in an informative and engaging manner.
- To liaise directly with parents/carers maintaining a manner that is friendly, helpful and professional.

Trust development

- To support the Trust's aims and to carry out its policies.
- To support the Trust in implementing its Development Plan.

Duties

- To carry out duties in accordance with published schedules, or in response to reasonable requests within the scope of directed time.
- To carry out any other reasonable duties as assigned by the Headteacher.
- Additional specific responsibilities may be allocated on appointment on consideration of the strengths of the successful candidate and the needs of the Trust.

Other specific duties

- To implement a curriculum offer which ensures high participation within lessons and that any barriers to engagement are removed.
- To lead extra-curricular activities and enrichment programmes that engage a wide range of students and provide well managed and exciting opportunities within the school and Trust for all students.
- To continue personal development as agreed in Teacher Appraisal meetings and identified in improvement plans.
- To play a full part in the life of the Academy Trust community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy Trust's business dress code.
- To undertake additional responsibilities and duties as required by the Headteacher.
- To promote and implement the Trust's Equal Opportunities Policies in all aspects of employment and service delivery.
- To assist in maintaining a tidy, healthy, safe and secure environment and to comply with the Academy Trust's Health & Safety Policy, undertaking risk assessments, as appropriate and specific Health and Safety duties and responsibilities in the department
- To promote parental and community involvement in the life of the Academy Trust, including attending Parents' Evenings and other curriculum/pastoral events, as required.
- To attend regular meetings before and after school hours including morning briefings.
- To undertake any other duty as specified by School Teachers' Pay and Condition Body (STPCB) not mentioned in the above.
- This role involves daily contact and regulated activity with children.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.



	Essential	Desirable
Qualifications	QTS Degree level qualification in French	Good Honours Degree Further Professional Qualifications
Teaching	<ul style="list-style-type: none"> Able to teach full range of ability 11-18 Able to create an excellent climate for learning within teaching area Able to use a range of strategies to promote learning. Able to manage and encourage good behaviour Able to develop positive and meaningful relationships with students and colleagues Able to liaise with Head of Faculty to ensure the French faculty resources are well maintained and managed. Able to make appropriate use of ICT for learning Understanding of how to use data to inform planning and improve students' performance Understanding of a range of assessment for learning approaches, including grades where appropriate Able to communicate with students, parents and carers about student's progress Able to lead on Quality Assurance in the department Demonstrate outstanding outcomes in own teaching at GCSE level 	<ul style="list-style-type: none"> Experience of being involved in a whole school initiative Able to develop best practice through wide range of imaginative approaches Development and participation in extra-curricular activities Engaged with developments in teaching and learning strategies to raise achievement Previous experience devising and reviewing Schemes of Work. Ability to offer Spanish KS3/KS4
Personal Qualities	<ul style="list-style-type: none"> Enthusiasm Team-working skills Willingness to work collaboratively with Redhill Trust Lead Practitioners, Specialist Leaders in Education and Trust Director for MFL Reliability and Integrity Personal Organisation Flexibility 	<ul style="list-style-type: none"> Strategic Planning Engagement in own continuous professional development Motivational skills