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| Post Title: | Key Stage 4 MFL Coordinator |
| Reporting to: | Curriculum Leader |
| Liaising with: | Curriculum Leader / Faculty Staff |
| Disclosure level: | Enhanced DBS |
| Christian Ethos: | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| Overall Responsibility: | The responsibilities of the KS4 MFL Coordinator are to work collaboratively with the Curriculum Leader for MFL and other colleagues to ensure an environment for learning and teaching that empowers both staff and pupils to achieve their highest potential and supports the Christian ethos of the school. |
| **Promoting high quality learning and teaching*** To observe, monitor and evaluate teaching and learning at key stage 4, feeding back constructively to staff and the Curriculum Leader.
* To contribute to raising standards of pupil attainment.
* To attend and contribute to whole school Teaching and Learning meetings, feeding back information and good practice to the Curriculum area.
* To attend relevant regional meetings and external courses on the development of KS4 MFL then feedback and train colleagues where appropriate.
* To assist the Curriculum Leader in planning and delivering Collaborative Planning Meetings.

**Development of Key Stage 4 Curriculum*** To implement and deliver an appropriately broad, balanced, relevant and differentiated MFL curriculum for pupils and to support the Curriculum Leader as appropriate.
* To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
* To be responsible for monitoring the progress and provision for all groups of learners within MFL.
* To review and implement specification changes 2026.

**Managing and supporting staff in Key Stage 4*** To ensure KS4 work is appropriately set for absent staff.
* To be responsible for developing and maintaining links with feeder primary schools, colleges and industry.
* To support the Curriculum Leader in the appraisal process of other members of the curriculum area.
* To mentor ECTs and trainees in the department.

**Overseeing assessment at Key Stage 4*** Working with the Curriculum Leader in designing and implementing assessment procedures in line with school assessment policy.
* Implementing strategies to monitor and evaluate performance in Key Stage 4.
* Analyse and monitor data in KS4, attending progress meetings and feedback to the MFL department.

**General*** To assist the Curriculum Leader in the day to day running of the department.
* To support monitoring and follow up of BFL in the department, liaising with Curriculum Leader, Pastoral Staff and Curriculum Sponsor.
* To be responsible for leading in extracurricular activities to enrich cultural capital in MFL.
* To be responsible for developing and maintaining links with primary schools in relation to MFL.
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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

November 2022