



JOB DESCRIPTION

Post: Lead Practitioner – MFL (Modern Foreign Languages)

Responsible to: Assistant Principal

Salary Range: Highly competitive

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher and form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To support and lead when necessary teaching and learning initiatives across the department
- To lead on supporting the work of the department in seeking to continuously improve the quality of classroom teaching
- To contribute to raising standards of achievement and maximising student attainment
- To share and support the Academies responsibility to provide and monitor opportunities for personal and academic growth
- To be committed to the safeguarding of children

Main Core Duties:

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department
- To link with other lead practitioners across the Academies in sharing best practice
- To support the quality of classroom teaching through coaching and mentoring programmes
- To role model and uphold the values and expectations associated with leaders at the Academies
- To contribute to the Department's improvement plan and its implementation
- To contribute to the whole Academies planning activities
- To contribute to the Department process of self-review, evaluation and improvement planning activities

Curriculum Provision:

- To assist the Heads of Department in order to ensure that the curriculum area provides a range of teaching and learning which complements the Academies strategic objectives

Principal: Mrs Samantha Viney

Executive Principal: Mr Stuart Ingram

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Staff Development:

- To take part in the Academies staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To lead the departments coaching and mentoring programme
- To engage actively in the appraisal review process and line manager members of the department in this process
- To ensure the effective/efficient deployment of classroom support across the department
- To work as a member of a designated team and to contribute positively to effective working relations within the Academies

Quality Assurance:

- To adhere to and to help to implement the Academies quality procedures
- To contribute to the process of monitoring and evaluation of the department in line with the Academies procedures, including evaluation against quality standards and performance criteria
- To implement modifications and improvement where required to the teaching and learning demonstrated within the department
- To review from time-to-time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academies

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the Academies management information system
- To support the work of the Head and Deputy Heads of Department
- To ensure Lead Practitioners are an integral part of the Academies Teaching and Learning drive team
- To complete the relevant documentation to assist in the tracking of students
- To track the progress of assigned students and use this information to inform teaching and learning

Communications:

- To communicate effectively with the parents of students as appropriate
- To communicate and co-operate with persons or bodies outside the Academies, where appropriate
- To follow agreed policies for communications in the Academies
- To attend meetings in accordance with the Academies policy

Teaching:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academies and elsewhere
- To use teaching strategies which will engage and challenge students appropriate to their needs and the demands of the syllabus
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, literacy, numeracy, cross-curricular aspects and the Academies subject specialism(s) are reflected in the teaching/learning experience of students

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- To undertake a designated programme of teaching
- To ensure a high-quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To maintain good order, discipline and respect for others; to promote understanding of the Academies rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning
- To undertake assessment of students as requested by external examination bodies, department and the Academies procedures
- To mark, grade and give written, verbal and diagnostic feedback to students of individual work and group work they have undertaken

Other specific duties:

- To play a full part in the life of the Academies, community, to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example
- To support the Academies in meeting its legal requirements for worship
- To promote actively the Academies policies
- To continue personal, professional development
- To actively engage in the Academies self-review and evaluation processes
- To actively engage in the Academies appraisal processes
- To comply with the Academies Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined and directed by the Principal
- To undertake any other duty as specified by the Principal not mentioned above
- To comply with the Academies procedures concerning safeguarding and to ensure that training is accessed

Jan 2021

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