

# Job Description – Lead Teacher of Languages

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To be part of and contribute to the leadership of the MFL department.</li> <li>To be accountable for leading, managing and developing <u>Spanish</u> in MFL</li> <li>To ensure strategic plans and self-evaluation lead to:</li> <li>The regular monitoring of pupil progress, with immediate intervention to support achievement.</li> <li>Improved standards of student attainment and achievement.</li> <li>Teaching and Learning, and schemes of work which support engagement and achievement and meet the demands of the new examination.</li> </ul>
<b>Reporting to</b>	Subject Leader of MFL
<b>Responsible for</b>	Subject staff
<b>Liaising with</b>	Headteacher, Deputy Headteacher(s), AHTs, TLR post holders, other subject leaders, student support services, students and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.
<b>Working time</b>	195 days per year. Full-time
<b>MAIN (CORE) DUTIES</b>	
<b>Strategic Direction and Development of the Subject</b>	<ul style="list-style-type: none"> <li>To contribute to the development of policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning.</li> <li>To ensure appropriate syllabi/exam boards, support teaching and learning and pupil progress.</li> <li>To implement school policies and procedures, e.g. equal opportunities, health and safety, behaviour policy, SEN, ICT etc.</li> <li>To contribute to self-evaluation in liaison with relevant post holders that analyses strengths, external examination performance and identifies areas for improvement.</li> <li>To undertake assessment of students as requested by external examination bodies.</li> <li>To contribute to effective monitoring systems within the faculty that focus on teaching and learning, work sampling, teacher planning, and student voice and produce reports that celebrate good practice, informs future practice and improvement.</li> <li>To lead and manage Spanish, ensuring quality of schemes of work and learning in this area</li> <li>To support staff in delivering lessons.</li> <li>To ensure that student performance is monitored regularly in order that the analysis informs department priorities, teaching and learning, target setting, supporting underachieving students, implementing targeted appropriate intervention and monitor the effectiveness of the subject.</li> </ul>

<b>Strategic Direction and Development of the Subject (cont)</b>	<ul style="list-style-type: none"> <li>• To represent the department and/or the school as and when necessary at meetings. This will be subject to the direction of the line manager, meetings may include school, LA and partner schools, working party meetings and full staff meetings.</li> <li>• To contribute to school's publicity and marketing activities e.g. production of articles for the school website or magazine.</li> </ul>
<b>Teaching and learning</b>	<ul style="list-style-type: none"> <li>• To ensure schemes of work are in line with school policy and enable quality teaching and learning, curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational needs.</li> <li>• To provide guidance, to all staff within MFL, on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students.</li> <li>• To ensure that staff are kept up to date in terms of subject knowledge and skills.</li> <li>• To ensure that ICT, literacy and numeracy are reflected in the teaching/learning experience of students.</li> <li>• To establish and implement clear policies and practices, in line with school policy, for robust assessments, assessment for learning, thinking skills, recording and reporting on student achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.</li> <li>• To encourage extracurricular activities related to the subject.</li> <li>• To take a lead role in promoting the 'Focus on your Future' brand with the students, raising awareness of how the MFL curriculum links to future job prospects.</li> <li>• To teach students according to their educational needs, including the setting and marking of work.</li> <li>• Support subject leader in the design and implementation of a robust and effective quality assurance programme.</li> <li>• Monitor and assist staff with the data collection cycles, data analysis and intervention processes.</li> <li>• To undertake assessment of students as requested by external examination bodies.</li> <li>• To ensure a high quality learning experience for all students.</li> <li>• To ensure the department makes an effective contribution to the moral, spiritual, social and cultural development of staff and students.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To develop student voice in order to drive forward curriculum change.</li> </ul>
<b>Leading and Managing Staff</b>	<ul style="list-style-type: none"> <li>• To establish constructive working relationships among staff involved with the subject through team working and mutual support.</li> <li>• To coach members of staff in order that they develop quality teaching and learning within the department and to enable all teachers to achieve expertise in their subject teaching.</li> <li>• To work with the SENCO and any other staff with inclusion expertise, to ensure that work is matched to individual students' needs.</li> <li>• To undertake performance management reviews.</li> <li>• To help lead the day-to-day management, control and operation of course provision and effective delivery within the department, including effective deployment of staff, quality of teaching and learning and physical resources.</li> <li>• Help to design and implement the MFL curriculum with the subject leader.</li> </ul>

<b>Curriculum development</b>	<ul style="list-style-type: none"> <li>• To keep up to date with national developments relating to teaching and learning. Use this information to focus the departments action research and support staff in their implementation of it.</li> <li>• Design the materials which will contribute to the whole school celebration of action research.</li> <li>• To actively monitor and respond to curriculum development initiatives at local regional and national levels.</li> <li>• To seek to enhance the curriculum through an awareness of opportunities at local, regional and national levels.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To promote academic progress, pastoral support and SMSC development of individual students within the tutor group.</li> <li>• To liaise with a Year Manager and a pastoral leader to ensure the implementation of the school's pastoral system.</li> <li>• To register students, and encourage their full attendance to all lessons and registration periods.</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To alert appropriate staff to problems experienced by students.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To contribute to pastoral programme, student engagement, student leadership, citizenship and enterprise according to school policy.</li> <li>• To monitor and support the overall progress and development of students within the department.</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</li> </ul>
<b>Management information</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up to date information about the department on management information systems as required (e.g. SIMS).</li> <li>• To support with the production of reports, analysis and commentary about examination performance, progress and other data as required.</li> <li>• To support the Data Manager to manage the department's collection of data.</li> </ul>
<b>Other Specific Duties</b>	
<ul style="list-style-type: none"> <li>• To actively promote the school's safeguarding policies and procedures.</li> <li>• To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.</li> <li>• To promote actively the school's policies and procedures</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's health and safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul>	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

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.

Teacher's name:

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Teacher's signature:

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Date:

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