

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Lead Teacher - MFL	<u>Grade:</u> Leadership Range L5-9
<u>Job Family:</u> Teaching	
<u>Overall Purpose of Job:</u> As a Lead Teacher you will provide pedagogic leadership as an outstanding classroom practitioner, playing a key part in raising standards through the model of your own excellent teaching and by supporting the professional development of your colleagues. The ultimate aim will be to improve the learning experience and increase the outcomes of pupils, whatever their ability.	
<u>Main Responsibilities:</u> Duties and responsibilities: 1. You will promote and be committed to the academy's aims and objectives 2. You will maintain and contribute to the development of strategies in MFL 3. You will promote and be committed to securing high expectations for learning and the raising of achievement within the academy 4. You will effectively teach to standards of both National and Academy curriculum 5. You will set appropriate homework 6. You will assess, record and report on pupil progress 7. You will provide a stimulating learning environment 8. You will have due regard for maintaining health and safety and security in the classroom/area of learning 9. You will contribute to department and academy enrichment programmes 10. You will assist with the effective operation of MFL teams by, individually and with others, - o Developing schemes of work, resources, teaching and learning strategies - o Contributing to review, monitoring and evaluation and the development of working practices - o Participating in working groups and projects - o Taking part in other professional development activities 11. You will work with the MFL department to improve attainment, classroom practice and professional development, - o Leading the team as a model of outstanding teaching - o Raising pupil aspirations at all levels - o Raising attainment through leading improvements in teaching and learning 12. You will work with other teachers on classroom organisation and teaching methods/providing model lessons, - o Leading continuing professional development activities - o Holding workshops on classroom management, differentiation, pace and challenge, coaching - o Matching teaching approaches to pupil learning styles - o Demonstrating model lessons - o Team teaching - o Developing strategies with colleagues to use with pupils experiencing difficulties - o Keeping abreast of the new teaching and learning strategies 13. You will disseminate best practice based on educational research, - o Identifying research to enhance existing practices - o Developing action planning based on the needs of the department	

14. You will produce high quality teaching materials,
 - Updating existing and create new schemes of work and supporting their introduction
 - Leading the introduction of new technologies, such as video conferencing, white board technology, the internet, and the academy learning platform
 - Sharing good practice with other staff
15. You will advise on professional development;
 - Designing and delivering professional development activities
 - Participating in the planning and delivery of focused professional learning days
16. You will help teachers experiencing difficulties;
 - Observing and feeding back on the teaching of those experiencing difficulties
 - Providing a structured programme of advice and support
 - Giving constructive criticism
17. You will, if required, mentor Early Careers Teachers (ECTs)
 - Having regular professional discussion and overseeing personal action planning
18. You will be involved in Initial Teacher Training (ITT)
 - Providing exemplar lessons for trainee teachers
 - Contributing to the assessment of trainee's teaching practice
 - Participating in the training of teachers within teacher training institutions
 - Acting as a mentor to trainee teachers
19. You will undertake intervention;
 - Providing workshops for identified pupils
 - Providing targeted support for disaffected or more able pupils
 - Supporting strategies to help particular groups such as underachieving boys

General

20. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay
21. You will participate in training and other learning activities and performance development as required
22. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking
23. You will ensure strict confidentiality in all areas of work
24. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR)
25. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records)
26. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once
27. You will always comply with the Trust's policies and procedures
28. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- A good honours degree in an appropriate foreign language (A/C)
- A teaching qualification together with qualified teacher status (QTS) (A/C)
- Knowledge of teaching, learning and assessment at KS3, KS4 & KS5 (A/I)
- A good understanding of curriculum developments in MFL (A/I)
- Understanding of use of data to assess and inform teaching and learning (I)
- An excellent classroom practitioner that can model best practise (I/R)
- Teach intervention groups at KS3 and KS4 (A/I)
- Good organisational and personal management skills (A/I)
- Effective planning and teaching (A/I/R)
- Effective behaviour/classroom management (A/I/R)

- An ability to demand high standards (A/I/R)
- Ability to lead and motivate others (A/I/R)
- Ability to work independently and be a team player (A/I/R)
- Ability to develop and support other staff to develop a variety of teaching strategies (A/I/R)
- Ability to enthuse and direct pupils and staff towards raising expectations and levels of achievement (A/I/R)
- Ability to meet deadlines (A/I)
- Good ICT skills (A)
- Commitment to self and team development (A/I)

Desirable

- Experience of teaching A level MFL (A/I)
- Experience of leading, developing and enhancing the teaching practice of other staff (A/R)
- Relevant leadership experience (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R – Reference

Behaviours:

- Polite
- Punctual
- Reliable
- Flexible
- Passion for learning
- Clear communicator
- Takes initiative
- Self-motivated
- Resilient
- Determined to succeed
- Team player
- Emotionally intelligent

Contacts and Relationships:

Managers - in daily contact with senior leaders/Head of Academy

Support Staff – in daily contact with support staff who are involved in classroom support, cleaning, catering, site supervision and health and safety.

Trust Staff – in regular contact with Trust staff within the wider Education team (e.g., MFL Directors, Executive Leaders)

External – in regular contact with external parties including parents/carers, local authority employees, as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be required to complete an enhanced DBS check with barred list.