

**JOB DESCRIPTION**

**NAME:**

**POST TITLE:** FACULTY LEADER

**DESIGNATED FACULTY:** Modern Foreign languages

**SALARY:**

**SCALE, POINT AND ALLOWANCE:** MPS / UPS (as appropriate) + TLR2a

**FULL–TIME EQUIVALENT:** 1.0

**PROFESSIONALLY ACCOUNTABLE FOR :**

* TEACHING AND LEARNING IN Languages
* STRATEGIES DESIGNED TO PROMOTE LANGUAGES CULTURE ACROSS THE SCHOOL

**PROFESSIONALLY ACCOUNTABLE TO:**

* DESIGNATED PERFORMANCE MANAGEMENT TEAM LEADER

**PARTICULAR DUTIES**

* Lead learning within the designated cross-curricular faculty by developing and instigating assessment strategies, data analysis and appropriate intervention programmes, to ensure that identified standards of learner achievement are met.
* Lead, develop and enhance the teaching practice of others across the curriculum through monitoring / evaluation and promoting improvement strategies to secure effective teaching and learning for learners.
* Lead, manage and develop a cross-curricular faculty to provide programmes / activities that match learner aspirations and potential and achieve excellence and enjoyment for learners.
* Lead a team of staff (in the areas detailed above) ensuring that team members enact school policies consistently, implement SIP actions and that team objectives are met.
* Perform, in accordance with any directions which may reasonably be given by the head teacher from time to time, such particular duties as may reasonably be assigned.
* Carry out monitoring and assessment duties in line with school calendars
* Monitor and moderate assessment points in the year.
* Carry out lesson observations, book scrutiny’s and learning walks in line with school expectations
* Prepare pupil progress meeting information in line with school expectations
* Lead homework in the subject in line with school expectations
* Engage with curriculum design meetings, following advice of the DHT on a half termly basis.
* Prepare bespoke, supportive packages of training to help staff improve their practice.
* Lead whole school CPD to showcase next practice in the subject area.
* Prepare documents for the school website on a regular basis, reflecting the curriculum and wider aspects of MFL in school.
* To co-ordinate a Christmas, whole school performance eveni

**MARDEN BRIDGE MIDDLE SCHOOL**

**Job outline**

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| **Post Title** | Faculty Leader: Modern Foreign Languages |
| **Permanent / Term** | Permanent |
| **Full time equivalent** | 1.0 FTE |
| **Scale** | MPS/UPS (as appropriate to experience) |
| **TLR allowance** | TLR 2a |
| **Responsible to** | Curriculum Co-ordinator – Designated PM team leader |
| **Responsible for** | Attainment and progress of all pupils in Languages |
|  | |
| **Job purpose** | 1 Ensure the highest possible standards of   * Teaching * Learning and progress * Attainment   2 Promote engagement, enjoyment and confidence in subject activities across the curriculum  3 Teach Languages to assigned groups throughout the 9-13 age range  4 Provide effective pastoral care for a class group of pupils with the aim of removing barriers to learning (only if staffing levels require)  5 To rise to the challenge of meeting targets in the Ofsted action  Plan. |
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| **Job content** | * Liaise with other faculty leaders to maximise cross-curricular links and further develop a skills based curriculum which equips pupils for the modern world * Advise/coach/train colleagues on effective strategies to promote high standards of learning across the curriculum * Oversee and advise teachers of faculty subjects on the planning process ensuring appropriate schemes of work are in place throughout the school and that regular assessment tasks are designated * Continually monitor and evaluate the work of the teaching team and performance of pupils in specific subject using techniques such as:-   + scrutiny of lesson plans   + scrutiny of pupils’ work   + lesson observation   + analysis of assessment/tracking data * Give appropriate feedback and developmental advice to teachers of faculty subjects using faculty meetings and techniques such as coaching to effectively spread good practice and continually raise standards of learning * Ensure that teaching plans are adjusted and appropriate intervention strategies are implemented to address any areas of underperformance by individual and target groups of pupils in MFL * Act as ‘line manager’ for teachers of MFL taking a full part in the appraisal of designated staff |

**MARDEN BRIDGE MIDDLE SCHOOL**

**Person specification**

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| **Responsible for** | Attainment and progress of all pupils in Languages | | |
| **ESSENTIAL** | | **DESIRABLE** | **ASSESSMENT MEANS** |
| **Skills / knowledge / aptitudes** | | | |
| Knowledge of   * National Curriculum * AFL Strategies * APP * Relevant guidelines * Safeguarding responsibilities | |  | * Interview * Application |
| Ability to   * Lead a team * Work co-operatively as a team member * Communicate effectively * Motivate others * Use ICT effectively | | * Teach other subjects | * Interview * Application * Observation * Reference |
| **Qualifications / training** | | | |
| * QTS * Relevant CPD including safeguarding | | * First Aid * Any degree | * Interview * Application |
| **Experience of** | | | |
| * Teaching any subject Year 5 - 8 | | * Leading CPD for other staff | * Application * Interview |
| **Disposition** | | | |
| * Confident, assertive when necessary * Flexible, supportive team member * Hard working, enthusiastic, organised, cheerful, good humoured * Absolutely resilient. | |  | * Application * Interview * Observation * Reference |