

Job Description



Job title: Second in Charge - MFL (Spanish)
Reports to: Director of Learning
Location: Leigh Academy Tonbridge

Core Purpose

- To provide outstanding and inspirational leadership within MFL and the wider Academy community.
- To support the Director of Learning in creating a culture of high expectation and success for students and staff within Spanish.
- To secure excellent learning outcomes for students as a consequence of consistently high standards of teaching and learning.
- To ensure that every child is able to enjoy a positive educational experience irrespective of their background or barriers to achievement.

Key Responsibilities

Strategic Development

- To take responsibility for developing the Key Stage 3 Curriculum across MFL (Spanish).
- Support the Director of Learning in personalising education through innovative approaches to learning within MFL (Spanish).
- To set accurate and appropriate performance indicators for students and staff and hold everyone accountable for them.
- To promote the effective use of data in the Department to raise standards.
- To implement an effective and rigorous self review process that will inform and support the completion of Department priorities.
- To support the Director of Learning in the development of an effective and high performing team through mentoring and coaching.
- To support the Director of Learning in managing Spanish effectively and ensuring the successful implementation of new strategies.
- To work in harmony with the staff in the Department, other Subject Leaders, Principal, Governors, local schools, other Academies and other partners as appropriate.

Teaching and Learning

- Provide leadership for curriculum development and delivery that meets the needs of individual students and maximizes the opportunity for each individual to achieve excellent outcomes.
- Support the Director of Learning in monitoring the quality of learning and teaching through regular reviews, including lesson observation, work scrutiny and student voice.
- Ensure the implementation of the national strategies and ensure that literacy, numeracy, MYP and the digital strategy are high priorities in curriculum planning and delivery.

Leading and Managing Staff

- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.

- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Create and maintain good working relationships among all members of the Academy community.
- Sustain their own motivation and that of staff for whom they are accountable.
- Promote the Academy ethos in which the highest achievements are expected from all members of the Academy community.
- Contribute to an effective and rigorous Performance Management process.



Efficient and effective use of staff and resources

- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided.
- Support the Director of Learning to plan, manage and monitor the Spanish curriculum across Key Stage 3.
- Ensure that ICT is an effective learning, teaching and administrative tool in the Department.

Standards

- Support the Director of Learning in regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made.
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes.
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement.

Safeguarding of students and duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

