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**Job Description**

**TITLE AND GRADE OF POST**

2nd in Department - Modern Foreign Languages TLR2A

**AIM OF KHS**

The aim of Kesgrave High School is to provide an environment where our pupils feel safe, secure, nurtured and are encouraged to grow. This positive and inclusive nature allows our youngsters to be able to reach their full potential across their own individual range of abilities and talents.

**PURPOSE OF JOB**

To provide professional leadership and management for the Modern Foreign Languages Department, ensuring:

* The provision of an appropriately broad, balanced, relevant and differentiated curriculum
* High quality teaching
* Effective use of resources
* High standards of behaviour, learning and achievement for all students

**CONTRACT TERMS AND DUTIES**

This job description should be performed in accordance with the provisions of the ***School Teachers’ Pay and Conditions Document*** and within the range of teachers’ duties set out in that document.

**ACCOUNTABLE FOR**

Teaching staff and associate staff within the Modern Foreign Languages Department

**ACCOUNTABLE TO**

Head of Modern Foreign Languages

**KEY RESPONSIBILITIES**

**PURSUING EXCELLENCE**

* To implement well-focused improvement plans which are based on robust self-evaluation
* To consistently apply policies and procedures, in particular in relation to reading, writing and mathematics
* To encourage and model effective communication with all stakeholders so that pupils, parents and staff are committed to our vision
* To encourage collaboration and therefore mutual respect and courtesy by staff towards each other and pupils thus maintaining high morale

**MONITORING AND EVALUATING**

* To monitor and track students’ progress in other classes as well as my own (discuss the progress of students and share information, intervene where necessary)
* To assess results and change strategies where needed (share the analysis of results across the department and put strategies in place to address weaknesses)
* To analyse students’ outcomes with ‘outstanding’ attainment and achievement as the aim (set the subject area challenging targets that are clear to all teachers and revisit regularly)
* To analyse and evaluate the achievement and progress of all groups of pupils across all key stages , including those for whom the pupil premium provides support, relative to other schools nationally
* To ensure that marking / feedback to students is of a high quality (ensure a monitoring schedule is clear to teachers in my subject area, ensuring clear feedback and targets are given)
* To seek the views of students and parents to monitor satisfaction

**PERFORMANCE MANAGEMENT AND IMPROVING TEACHING**

* To observe the requisite number of lessons and judge them consistently and fairly (ensuring you tackle ‘difficult conversations’ about progress in lessons, providing clear feedback and offer pointers for development)
* To offer support sessions to staff for subject specific skills – academic and pastoral (creating opportunities for CPD within the department that all staff contribute to)
* To introduce new T&L ideas to the department (and create opportunities for others to do this)
* To support the development of subject knowledge (recommend ideas / further reading for staff and distribute material for reading / advise on research)
* To provide specific strategies for teachers to improve teaching (offer suggestions to teachers for alternative teaching strategies during feedback and ensure you model best practice)
* To encourage the use of new technology where appropriate (encouraged this in the subject area or use the expertise of the teachers around you to share good practice)
* To set targets with teachers which are ambitious (Ensure PM meetings address the issues that are relevant and will bring about individuals’ improvement, identify individual PD opportunities and monitor them)

**CURRICULUM AND BEYOND**

* To evaluate the curriculum taught to ensure that it provides opportunities for high quality learning and is broad and balanced (Ensure you evaluate this to ascertain if it creates opportunities for high quality learning)
* To create opportunities for exciting and inspiring enrichment and support for students (Ensure the department is running exciting trips which enrich the curriculum, or use other means to do so)
* To lead the organisation of exciting and effective revision / support programmes for all students (ensuring students have revision guides and that the relevant staff have we worked on effective revision)
* To ensure that the Department contributes to whole school initiatives
* To focus on priorities to ensure that all pupils make excellent progress in reading, writing and mathematics
* To ensure that the curriculum promotes high levels of achievement and good behaviour and successful progression to the pupils’ next stage of education, training or employment
* To promote the spiritual, moral, social and cultural development of all pupils

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| **SPECIFIC RESPONSIBILITIES** ***The main responsibilities of the post are to:**** Deputise when Head of Modern Foreign Languages is absent.
* To lead in the curriculum planning for key stages and/or subjects (desireable French).
* To assist in the organisation and running of Open Evenings.
* Provide CPD as required to staff teaching in the department.
* Line-manage allocated teachers, technicians or administrative assistants as directed by the Head of MFL.

***In conjunction with Head of Modern Foreign Languages, lead and manage curriculum delivery in Modern Foreign Languages through:**** Overseeing the curriculum offering and planning within a Key Stage or subject, ensuring this there is continuity of learning in and between Key Stages, working within the common framework agreed across the department.
* To lead in the creation of assessment tasks as integral learning tools and in order to provide meaningful feedback to students on their progress.
* Monitor the completion of assessment data (Attainment, CTL & ATH) by staff.
* Monitor teaching and learning within the department e.g. carrying out book inspections, learning walks etc.
* Monitor progress of students within the department (key stage and/or language) and address underperformance with interventions as required.
* Collate feedback from students to inform teaching and learning.
* Induction and support of non-specialist teachers.
* Support in deployment of Foreign Language Assistant.
* Mentoring/coaching of trainee teachers/ECT.
* Support School Experience Placements (SET) and other teacher and non-teacher visitors to the department.
* Managing work for classes in the absence of staff.
* Organisation of curriculum related trips and visits.
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**Revised March 2023**