



Job Description

Job Title:	Subject Leader for Modern Foreign Languages
Grading / Salary:	MPR / UPR plus TLR 2b
Accountable to:	Headteacher

This job description should be read as an addition to the requirements of a teacher's job description

CORE PURPOSE

- To support the ethos and culture of the school as defined by the Headteacher
- To contribute, significantly, to the school's development
- To be accountable for leading, managing and developing the subject area
- To raise standards of student attainment and achievement within the designated subject area and monitor/support student progress across all groups
- To monitor, develop and enhance the teaching practice of others within the subject area through line-management arrangements

Through the core purpose and particular responsibilities, the post-holder will fulfil the criteria for a TLR payment namely:

1. Having impact on educational progress beyond the assigned pupils;
2. Leading, developing and enhancing the teaching practice of others;
3. Having accountability for leading, managing and developing a subject area;
4. Having a line-management responsibility

PRINCIPAL RESPONSIBILITIES AND TASKS

Leadership and Management

- To develop a vision and direction for the subject through consultation and within the context and framework of the School Improvement and Development Plan
- To produce a Subject Improvement and Development Plan to support the work of the subject and the school (including whole-school targets) and be accountable for standards
- To identify training needs across the subject area and liaise with the CPD Lead
- To line-manage subject staff and participate in Performance Management arrangements as required
- To oversee the provision and maintenance of effective resources for learning – texts; materials; equipment
- To take responsibility for the physical environment of the subject area including classrooms, corridors and resource areas
- To liaise with the department Line Manger in the deployment and performance of non-teaching staff
- To support and monitor the consistent implementation of whole-school policies, approaches and expectations across the subject team
- To encourage the health and well-being of all students and staff working in the subject in line with school policies
- To ensure that appropriate and high quality information is provided for school publications such as prospectuses, option booklets, newsletters etc.

Curriculum, Teaching and Learning

- To liaise with the Deputy Headteacher (curriculum) on the deployment of team members and time-tabling arrangements
- To develop (working with other staff as appropriate) schemes of work relevant to each Key Stage and each area of the subject in order to deliver high quality teaching and learning
- To guide and inform effective teaching practice through a Subject Handbook
- To monitor learning and teaching in line with whole-school quality assurance arrangements. (e.g. through examination analyses/evaluations; subject reviews; lesson observations; work scrutinies; homework checks; staff, student and parent feedback; regular line-management meetings)
- To encourage active and creative teaching approaches and disseminate good practice
- To act as a lead practitioner for the subject area
- To support and develop areas of expertise within the subject area
- To review the subject curriculum offer regularly to ensure that student needs are being met
- To support all subject staff in maintaining a safe, positive and orderly environment for learning and teaching.

Assessment

- To assist in setting targets for the subject area at each Key Stage and monitor progress towards them
- To oversee, and be accountable for, student progress across the subject area
- To maintain and monitor appropriate records of student progress and achievement
- To ensure students are fully prepared for examinations, including supporting and co-ordinating revision programmes and activities
- To ensure that relevant policies such as assessment and homework are implemented
- To support staff in completing written reports
- To support staff in communicating effectively with parents (through Open Evenings and Consultation Evenings for example)

Additional Duties

- To fulfil the role of form tutor as required
- To adopt a high profile around the school site
- To contribute to “on-call” duties if required
- To play a full part in the school community

Note: The list above is not exhaustive and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested by the Headteacher, a member of Senior Leadership or Trust Executive Leadership Teams.

This job description is subject to change at the discretion of the Trust.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified teacher able to demonstrate good/outstanding classroom practice • Good honours degree (First or Second Class) • Secondary teaching to GCSE • Proven success in preparing students for public examinations • Secure knowledge of the National Curriculum and public examination assessment requirements • Evidence of recent relevant professional development • Understanding and use of ICT in teaching and learning 	<ul style="list-style-type: none"> • Post-16 teaching • Experience in a number of schools • Successful experience of holding a position and responsibility and managing people
Leadership and Management	<ul style="list-style-type: none"> • Ability to demonstrate an understanding of leadership and management • Ability to manage change • Ability to challenge, support and motivate people • Understanding of school self-evaluation and the role of middle managers • Ability to set and expect high standards from staff • Ability to communicate effectively in speech and writing • Ability to build relationships with parents, governors, partner schools, the LEA and the local community • Ability to work positively with senior managers 	
Personal Qualities	<ul style="list-style-type: none"> • Hardworking and enthusiastic • Flexible and adaptable • Reflective • Resilient • Positive • Personable and approachable 	



Bacton
Primary School



Cedars Park
Primary School



Mendlesham
Primary School



Stowupland
High School



The John Milton
Sixth Form
AT STOWUPLAND HIGH SCHOOL

Bacton
Primary School

Cedars Park
Primary School

Mendlesham
Primary School

Stowupland
High School

Registered Address: JMAT Centre | Church Road | Stowupland | Stowmarket | IP14 4BQ
01449 742422 | enquiries@johnmiltonacademytrust.co.uk | www.johnmiltonacademytrust.co.uk | Company Number: 10298832