**St Bede’s Catholic Voluntary Academy**

Job Title: Subject Leader (Languages)

Grade M1-UPS3 + TLR £7,368

**Overall Purpose of job**

To lead the MFL department inspire, encourage and empower both your teaching team and our pupils to achieve to their highest potential in Languages; to deliver a stimulating curriculum and ensure high standards of achievement in MFL.

**Main Responsibilities**

1. **Teaching and Learning**

Consistently high-quality teaching is the aim of every teacher and the entitlement of every pupil. Teachers should:

• Formulate the annual department improvement plan and ensure that the planning activities of the department reflect the needs of the pupils in the MFL subject areas.

• Lead the curriculum development for the whole department

• Foster a collaborative, effective and supportive departmental team.

• Have a deep and secure knowledge of their subject and the pedagogy associated with its teaching.

• Create a challenging and stimulating classroom climate that will motivate pupils to learn, think independently, take risks, empathise with others, and perform to the best of their abilities.

• Support every pupil (regardless of ability) in their learning, making them feel included, secure and valued.

• Be consistent, fair and create an atmosphere of mutual trust and respect.

• Be aware of the learning needs of the pupils they teach and ensure that each pupil is given every opportunity to fulfil her potential.

• Plan and offer guidance on schemes of work for Languages.

• Monitor progress against prior attainment and employ effective intervention strategies when required

• Plan lessons carefully and keep a record of their planning.

• Be aware of new teaching methods, particularly in the digital environment, and have a willingness and eagerness to put these into practice.

• Undertake the preparation, marking and assessment, in line with the School policies, required to ensure that pupils achieve the highest possible standards.

• Co-ordinate setting and marking of internal school exams.

1. **Pastoral**

St Bede’s Catholic Academy is committed to safeguarding and promoting the welfare of children and teachers are expected to:

• Conduct themselves in an appropriate professional manner at all times and support and foster the aims the school.

• All staff are required to be a Tutor if requested to carry out that role. The role of the Tutor is academic, pastoral and administrative. The Tutor has oversight of his/her tutees’ general well-being and academic progress, and is the main point of contact for parents.

• Ensure high standards of pupil/teacher relationships and pupil attitudes to learning.

• Adhere to the correct safeguarding procedures at all times, liaising as necessary with the Designated safeguarding lead.

• To monitor student attendance together with pupils’ progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

• To contribute to PSHE, and RSE according to school policy.

1. **General**

• Prepare and manage the departmental budget.

• Contribute to the organisation and running of enrichment activities and to other aspects of school life drawing on their own interests and enthusiasms.

• Uphold the School’s code of conduct and the values of St Bede’s Catholic Academy.

• Maintain good order and discipline amongst pupils and be active in implementing the School’s policies on rewards and sanctions.

• Attend formal parents’ evenings and communicate with parents, at other times, as necessary. • Attend staff and departmental meetings as required.

• Undertake supervisory duties as required.

1. **Professional Development**

• Work with appropriate senior staff to ensure that staff development needs are identified and that appropriate CPD programmes are designed to meet such needs.

• Contribute, as appropriate, to departmental policies, schemes of work, digital learning and other resources as well as development planning.

• Attend relevant CPLD training.

• Manage in the annual performance management review process

1. **Recruitment / Deployment of Staff**

• To be responsible for the efficient and effective deployment of the department’s staff.

• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the relevant staff to secure appropriate cover.

• To participate in the selection process for teaching posts within the MFL department.

• To be responsible for the day-to-day management of staff within the department and act as a positive role model.

1. **Quality Assurance**

• To ensure effective operation of quality control systems.

• To establish a process of setting targets within the department and to work towards their achievement.

• To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.

• To contribute towards the school procedures for lesson observation.

• To monitor and evaluate the curriculum in line with school procedures including evaluation against agreed quality standards and performance criteria.

• To seek / implement modification and improvement where required.