

## Job description

### Subject Leader - Modern Foreign Languages

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To be part of and contribute to the middle leadership team at Lawnswood School.</li> <li>To be accountable for leading, managing and developing languages, across all key stages, within the school.</li> <li>To lead and support all members of the languages team ensuring that school and departmental priorities support improvement.</li> <li>To ensure strategic plans and self evaluation lead to: <ul style="list-style-type: none"> <li>The regular monitoring of student progress, with immediate intervention to support achievement.</li> <li>Improved standards of student attainment and achievement in all key stages.</li> <li>Curriculum pathways are implemented effectively that support engagement and achievement.</li> <li>Improved teaching and learning throughout the MFL Faculty.</li> </ul> </li> <li>To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li> </ul>
<b>Reporting to</b>	<ul style="list-style-type: none"> <li>Head of English faculty</li> </ul>
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>Staff within the languages department</li> </ul>
<b>Liaising with</b>	<ul style="list-style-type: none"> <li>Headteacher, Deputy Headteacher(s), AHTs, TLR post holders, other subject leaders, student support services, students and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.</li> </ul>
<b>Working time</b>	195 days per year. Full-time

#### MAIN (CORE) DUTIES

<b>Strategic Direction and Development of the Subject</b>	<ul style="list-style-type: none"> <li>To develop policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning.</li> <li>To lead the day-to-day management, control and operation of course provision and effective delivery within the department, including effective deployment of staff, quality of teaching and learning and physical resources.</li> <li>To ensure appropriate syllabuses/exam boards support teaching and learning and student progress.</li> <li>To implement school policies and procedures, e.g. equal opportunities, health and safety, behaviour policy, SEN, ICT, ARR etc.</li> <li>To lead colleagues in the formulation of aims, objectives and strategic improvement plans (short and long term) for the department that support quality teaching and learning and student outcomes.</li> <li>To produce an annual department self evaluation that analyses strengths, external examination performance analysis and areas for improvement.</li> <li>To lead effective monitoring systems within the department that focus on teaching and learning, work sampling, teacher planning, and student voice and produce reports that celebrate good practice, informs future practice and improvement.</li> <li>To ensure the school procedures for lesson observation are effectively implemented.</li> <li>To lead and manage the department to ensure that planned activities reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school.</li> <li>To ensure that health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary.</li> <li>To ensure that student performance is monitored regularly in order that the analysis informs department priorities, teaching and learning, target setting, supporting underachieving students, implementing targeted appropriate intervention and monitor the effectiveness of the subject.</li> </ul>
---	--

<b>Strategic Direction and Development of the Subject (cont)</b>	<ul style="list-style-type: none"> <li>• To represent the department and/or the school as required at subject leaders' meetings (school, LA), meetings and discussion with partner schools, working party meetings and full staff meetings.</li> <li>• To contribute to school's publicity and marketing activities e.g. production of articles for the school website or magazine.</li> </ul>
<b>Teaching and learning</b>	<ul style="list-style-type: none"> <li>• To ensure the provision of quality schemes of work are in line with school policy to ensure quality teaching and learning, curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational needs.</li> <li>• To provide guidance, to all staff within the faculty, on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students.</li> <li>• To ensure that staff are kept up to date in terms of subject knowledge and skills.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>• To establish and implement clear policies and practices, in line with school policy, for robust assessments, assessment for learning, thinking skills, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement.</li> <li>• To encourage extracurricular activities related to the subject and ensuring that the subject permeates the life of the school.</li> <li>• To develop effective links with the local community, including primary feeder schools, higher education links, business and industry, in order to extend the subject curriculum, enhance teaching and to develop students' wider understanding.</li> <li>• To teach students according to their educational needs, including the setting and marking of work.</li> <li>• To undertake assessment of students as requested by external examination bodies.</li> <li>• To ensure a high quality learning experience for all students.</li> <li>• To ensure the department makes an effective contribution to the moral, spiritual, social and cultural development of staff and students.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> </ul>
<b>Leading and Managing Staff</b>	<ul style="list-style-type: none"> <li>• To establish clear expectations and constructive working relationships among staff involved with the subject through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate.</li> <li>• To lead the day-to-day management of the staff within the department and act as a positive role model.</li> <li>• To coach members of staff in order that they develop quality teaching and learning within the department and to enable all teachers to achieve expertise in their subject teaching.</li> <li>• To ensure that trainee and newly qualified teachers are trained, monitored, supported and assessed in relation to the appropriate standards.</li> <li>• To work with the SENCO and any other staff with inclusion expertise, to ensure that work is matched to individual students' needs.</li> <li>• To work with the Deputy Headteacher and AHT: Teaching &amp; Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To undertake Professional Reviews for a group of staff within the department.</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the Cover Supervisor/relevant staff.</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.</li> </ul>
<b>Efficient and effective deployment of staff and resources</b>	<ul style="list-style-type: none"> <li>• To advise the Headteacher on the deployment of staff involved in the subject.</li> <li>• To ensure the effective and efficient management and organisation of learning resources, including ICT.</li> <li>• To manage the available resources of space, staff, money and equipment efficiently; including deploying the faculty budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To work with the SLT in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>

<b>Curriculum development</b>	<ul style="list-style-type: none"> <li>• To keep up to date with national developments relating to teaching and learning.</li> <li>• To actively monitor and respond to curriculum development initiatives at local regional and national levels.</li> <li>• To seek to enhance the curriculum through an awareness of opportunities at local, regional and national levels.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• To promote the SMSC development of individual students and the Tutor Group as a whole.</li> <li>• To monitor and support the overall progress and development of students within the department.</li> <li>• To monitor student attendance together with students' 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.</li> <li>• To ensure the behaviour policy is implemented in the department so that effective learning can take place.</li> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To promote the general progress and wellbeing of individual students and of the Tutor Group as a whole.</li> <li>• To liaise with a Year Manager and a Head of Year to ensure the implementation of the school's pastoral system.</li> <li>• To register students, and encourage their full attendance to all lessons and registration periods</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To alert appropriate staff to problems experienced by students.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To contribute to pastoral programme, student engagement, student leadership, citizenship and enterprise according to school policy.</li> </ul>
<b>Management information</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up to date information about the department on management information systems as required (e.g. SIMS).</li> <li>• To produce reports, analysis and commentary about examination performance, progress and other data as required.</li> <li>• To support the Data team to manage the department's collection of data.</li> </ul>

#### **Other Specific Duties**

- To actively promote the school's safeguarding policies and procedures
- To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
- To promote actively the school's policies and procedures
- To continue personal development as agreed.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.