**Martin High School**



**JOB DESCRIPTION**

**SUBJECT LEADER**

**Modern Foreign Languages**

**(French Specialism)**

Link Road, Anstey, Leicestershire. LE7 7EB

Tel: (0116) 2363291

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Email: [office@martinhigh.org.uk](mailto:office@martinhigh.org.uk)

Website: [www.martinhigh.org](http://www.martinhigh.org)

Executive Principal: Mrs Laura Sanchez

Associate Head Teacher: Mr Phil Cooling

October 2021

**SUBJECT LEADER**

*“Inspiring all to dream more, learn more,*

*do more and become more”*

Reports to: Head of Faculty

Full time, permanent post

**Key Responsibilities**:-

* Lead the subject team by providing a professional, positive, proactive and creative approach to all aspects of teaching and learning
* To be aware that all staff are responsible for the safeguarding and promoting of the welfare of children
* Participate in Performance Management, reviewing and supporting colleagues to achieve their targets
* Implementing consistent whole school practices
* Model effective teaching and learning
* Lead curriculum change
* Lead on centralised planning within your faculty area
* Promote the well-being and ethos of positivity within your subject team
* Work with your Head of Faculty to challenge under performance
* Manage and delegate job roles within your subject area
* Represent our whole school ethos; and our high aspirations for our learners
* Contribute to the SEF, MEP and Progress Data Capture (Tripartite meeting)
* Manage subject finances to ensure you are well resourced to deliver quality first teaching
* Organise class/group structures
* Use data and assessment to plan and deliver intervention with your Faculty Head monitoring the impact of intervention
* Alongside Head of Faculty, work to complete the monitoring and evaluation calendar
* Ensure all data capture and in school assessment is fully moderated and an accurate reflection of student’s achievement and progress
* Take responsibility for consistent implementation of all school policies within your subject area
* To effectively manage and promote positive behaviour for learning within your subject area
* Encourage all colleagues to share best practice and resources where appropriate
* Promote a stimulating and positive learning environment in your faculty area
* Promote a broad range of enrichment and curriculum enhancement within your subject area
* Develop a positive team ethos
* Be aware of Health and Safety within your subject area and report concerns immediately
* Provide opportunity for colleagues to discuss their own professional development and well-being
* Co-ordinate examination entry; liaising appropriately and in a timely manner with the Exams Officer
* Induct new staff and early career teachers
* Appropriately work with UPS colleagues in your subject area to develop quality first teaching and centralised planning
* Assist in the appointment of new staff
* Establish effective communication via the timely preparation of agendas, publication of minutes and regular meetings with colleagues and Head of Faculty in line with the academy calendar
* Support colleagues who may have to deal with challenging parents
* To carry out the pastoral role of tutor
* Evaluate views of all stakeholders and facilitate appropriate and consistent communication with parents and carers
* To lead the work of those in your subject area, holding all to account for the progress of learners.

Martin High School is committed to safeguarding and promoting the welfare of all young people.

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure Barring Service (DBS).

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The Martin High School

# PERSONNEL SPECIFICATION

**HEAD OF MODERN LANGUAGES**

The Personnel Specification outlines the essential and desirable qualities concerning the person we are seeking for this post.

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| --- | --- |
| Essential | Desirable |
| * French as the main subject at degree level. * A Post Graduate Certificate in Education. * Experience or teaching Key Stage 3. * An understanding of National Curriculum Languages. * Developmental/creative mind – a good team contributor. * An interest in personal and professional development. * A sound teaching practitioner. * Demonstrate a versatile approach to teaching strategies. * Sensitivity to students' needs. * Strong educational philosophy. * Commitment to tutoring – delivering students' needs. * Competent record keeper. | * Wide experience throughout the secondary phase.   + An understanding of how languages relate to other National Curriculum areas.   + An understanding of the importance of literacy in the curriculum.   + Experience of the KS3 Foundation Subjects Strategy. * Experience in team building. * Evidence of curriculum classroom materials which you have developed. * Teaching practice/experience to reflect this. * An interest in the broader education of students through extra curricular/ curricular enrichment activities. * Knowledge of using data to raise attainment. |

October 2021

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