



JOB TITLE: Team Leader for Modern Foreign Languages

REPORTS TO: SLT Line Manager

SALARY RANGE: Teachers' Pay Scale (Main or Upper) + TLR 2B

1. Purpose of the job

- To deliver high quality teaching and learning to students of all ages and abilities up to GCSE level, who are assigned to the post holder.
- To take an active part in the strategic leadership and day to day management within the department. This will include the teaching and learning, progress and attainment of students and curriculum development.

2. Main duties

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are not therefore, an exhaustive list of what is required.

- Support the school's ethos and values and implement agreed policies and procedures.
- To act as subject leader for a department.
- To co-ordinate and take day-to-day responsibility for the organisation and management of staff and resources within the department.
- To prepare and maintain, in consultation with colleagues, appropriate syllabuses, schemes of work, marking and feedback policies, assessment and teaching and learning strategies within the team.
- To keep up to date with national developments within the curriculum area, as well as best practice in teaching methodology.
- To participate in the recruitment process for departmental staff.
- Supervise the work of any support staff, including technicians, teaching assistants, learning support assistants and support teachers, who are assigned to work with the department.
- To manage the departmental budget and take responsibility for the ordering, maintenance, security and management of all resources within the department.

- To undertake performance management duties and ensure that teaching and learning is good or better and matches current best practise.
- To ensure the completion of all departmental administration relating to internal and external examinations.
- To be accountable for examination results.
- To devise and maintain appropriate departmental policies which link effectively to school policies.
- To lead and contribute to departmental meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the school as a whole.
- To represent the interests of the department at Team Leader and other appropriate meetings.
- To prepare an annual Team Improvement Plan linked to the overall school priorities.
- To undertake team self-evaluation, reporting as necessary to SLT and Governors.
- To lead on the setting and monitoring of student targets within the team.
- To co-ordinate and measure the impact of intervention strategies.
- To be responsible for the welfare and management of behaviour of all students when they are being taught within the department.
- Perform the duties of a form tutor.
- Along with all members of staff, the post holder has a duty to fully comply with all safeguarding procedures, ensuring students are kept safe at all times.

3. Job context

The school welcomes teachers of a high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all students. All teachers should be able to demonstrate competence against the relevant professional standards. It is expected that competence will be further developed as a teacher's career progresses.

Teachers in the upper pay range can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, post threshold teachers will make a sustained and substantial contribution by for example:

- providing a role model for professional practice in the school
- making a distinctive contribution compared with other teachers
- contributing effectively to the wider team.

All teachers, except those who are newly qualified, will have varying degrees of responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

4. Review of duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

Miss D Loveridge
Head Teacher
May 2025