



Modern Foreign Languages Subject Leader Job Description

Job Title: MFL Subject Leader

Grade: Main Pay Scale/Upper Pay Range +TLR 2a

Overview:

As the MFL Subject Leader, you will be responsible for the strategic development and day-to-day running of the department. This will include Learning and Teaching; progress and attainment of pupils; the curriculum; the leadership and management of the department. You will be coordinating and managing the work of the MFL team, taking a lead role in identifying any underachievement and ensuring appropriate strategies are put in place to address this across the school.

Job Purpose:

To produce high-quality teaching plans and supporting resources; to deliver high-quality lessons in MFL (and other subjects as required); to develop an ambitious curriculum with engaging learning and appropriate assessments; to secure the highest levels of learner interest and achievement; to monitor and support the overall development of pupils.

The core purpose of the MFL Subject Leader is to create a vision (curriculum intent) for modern foreign languages teaching at Fulbrook and be responsible for the implementation of the curriculum, as well as measuring the impact of the teaching of the curriculum. The Subject Leader must be a champion for modern foreign languages.

Relationships:

The post holder is responsible to the Head Teacher in all matters.

The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them. The main objective of the team, within which the post holder works, is to improve the quality of learning and teaching in the school.

The post holder will actively listen to, motivate and inspire all colleagues to work collaboratively to ensure that a high performing, collegiate team is built.

The post holder will lead, develop and enhance the teaching of other teachers within the department through staff training and other professional development, ensuring that members of the department keep their knowledge and expertise up-to-date. The post holder will also monitor, review and develop the curriculum and schemes of work and learning.

The post holder will work cooperatively and effectively with Fulbrook's governors.

Learning and Teaching:

The post holder will deliver consistently high-quality learning and teaching experiences that lead to high levels of attainment, progress, learner interest and enjoyment;

The post holder will keep up to date with developments in the subject and in pedagogy in general.

Assessment:

The post holder will make accurate assessments that can be used to track pupil attainment and progress across the school; make summative and formative records of pupil attainment; regularly assess pupils' work so they know what they need to do to improve and help them act on this information to improve progress.

Curriculum planning:

The post holder will produce high quality lessons within long- and medium-term teaching plans, with supporting resources and planning to be shared with colleagues.

The post holder will also be responsible for managing the department budget, in order to provide the most appropriate resources, as well as overseeing the ordering of stock and equipment for the department.

Communication:

The post holder will: ensure effective communication with parents and carers of pupils; liaise with colleagues in feeder, destination and neighbouring schools.

The post holder will ensure that all relevant departmental documentation is reviewed and amended as necessary. This includes but is not limited to curriculum plans, subject development and action plans, standards reports, subject audits and risk assessments.

Managing the financial resources of the department: provide appropriate teaching materials, ordering of stock and equipment.

Wellbeing and Personal Development

The post holder will be responsible for the learning environment and for ensuring that the regulations and procedures relating to Health and Safety are followed, taking responsibility for the safety, welfare and discipline of all within the learning environment.

The post holder will also be responsible for the quality of relationships, behaviour management, rewards and attendance in modern foreign languages.

Additional duties:

The post holder will: fulfil the role of form teacher and mark class attendance registers; play a full part in the life of Fulbrook, to support its vision and ethos, as well as encourage staff and pupils to follow this example; follow the policies and procedures as agreed by the Governing Body of Fulbrook; undertake any other duties as specified by the Head Teacher.



Modern Foreign Languages Subject Leader Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications	Qualified Teacher Status	Good Honours Degree Evidence of further professional study or willingness to develop further professionally.
Experience	At least three years of successful teaching experience. Experience of teaching secondary MFL Excellent classroom practitioner. Experience of teaching more than one modern foreign language (preferably French and Spanish)	Successful leadership in a curriculum or pastoral area of school. Evidence of being able to lead, manage and be responsible for initiatives and developments across your department, leading to raised standards. Experience of teaching across phases, including KS2, 3 and 4
Management		Some experience in managing people
Curriculum	A sound knowledge of the National Curriculum An understanding of effective teaching and learning strategies An understanding and commitment to equality principles and practices Ability to interpret data within your subject area and make informed use of assessment information to raise achievement.	Evidence of developing the curriculum and schemes of work Good understanding of requirements at GCSE
Skills / Attributes	To effectively plan, manage, monitor and assess pupils To be able to work effectively as part of a team, motivate	Willingness and enthusiasm to lead or take part in extra-curricular activities Experience of leading and managing a successful team

	<p>others and develop a high performing team</p> <p>To be able to use ICT effectively in planning and teaching</p> <p>To possess good communication skills</p> <p>To be well organised</p> <p>To have a passion for teaching</p> <p>To have the potential to lead and manage people, in order to work towards common goals</p> <p>The ability to converse at ease with pupils, parents, colleagues and others; provide advice and information in accurate spoken and written English.</p>	
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