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**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

**CURRICULUM LEADER FOR MFL - JOB DESCRIPTION**

**Salary Scale** MPS/UPS + TLR1a

**Reporting to** Faculty Director

**Core Purpose**

* To deliver consistently good to outstanding lessons. Showcasing very good pedagogical knowledge which leads onto strong progress for all students.
* To engage with the implementation of high quality monitoring and evaluation processes.
* To lead and implement creative programmes of study for Key Stages 3 and 4.
* To enhance and develop student progression through rigorous assessment strategies.
* To be accountable for raising standards of student attainment.
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.
* To raise standards of student attainment and achievement within the whole curriculum.
* To be accountable for student progress and development within the subject area.
* To ensure the provision of cohesive and creative programmes of study at KS3 & KS4, in accordance with the aims of the school and the curricular policies determined by the Governing Body of the school.
* To be accountable for leading, managing and developing the subject/curriculum area.
* To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

**Operational/Strategic Planning**

* To lead colleagues within the department to Quality Assure and Self Evaluate the provision for students, within all subgroups in making the maximum progress possible for the duration of their study.
* To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within the designated area.
* To work with colleagues to support the aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
* To maintain a high level of awareness of whole school headlines and how those fit within National and Regional contexts.
* To maintain awareness of key aspects of the Ofsted framework for Section 5 and Section 48 inspections, especially the sections pertaining to subject specific criteria.
* To establish a regular meeting cycle with the team members in which responsibilities are designated and progress with ongoing tasks is monitored.
* The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
* To actively monitor and follow up student progress.
* To manage the exam procedures for all languages learners including those not within the KS4 cohort of MFL.

**Curriculum Provision**

* To be accountable for the development and delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school’s strategic objectives.

**Curriculum Development**

* To lead in curriculum development within the whole department.
* To keep up to date with national developments in the subject area and teaching practice and methodology.
* To liaise with the Faculty Director to investigate opportunities for use of new technologies to enrich the curriculum opportunities within the subject area.
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

**Staff Development**

* To work with the Faculty Director to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
* To continue personal development in the relevant areas including subject knowledge and teaching methods.
* To engage actively in the Performance Management Review process.
* To ensure the effective/efficient deployment of classroom support.
* To work as a member of a designated team and to contribute positively to effective working relations within the school.
* To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To participate in the school’s ITT programme.
* To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
* To support and develop the T&L skills of all team members to meet the needs of all students.

**Quality Assurance**

* To ensure the effective operation of quality assurance and self evaluation processes.
* To ensure the department sets aspirational targets and strives towards their achievement.
* To establish excellent standards of practice within the department and develop the effectiveness of teaching and learning styles within each subject area within the department.
* To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required.
* To ensure that quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

**Management Information**

* To ensure the maintenance of the departmental SEF.
* To make use of analysis and evaluation of performance data.
* To produce reports on examination performance, including the use of value-added data.
* To lead in the identification of exam entries within the department.
* To monitor the input, and subsequent analysis, of progress related data (both academic and attendance) within the department and as part of the whole school data collection calendar.
* To establish and monitor interventions and their forthcoming impacts, which arise following data collection and analyses.
* To generate reports and undertake meetings around the Standards Review process, following internal and external examinations.
* To support the administration of external assessments in liaison with the examinations officer as required.
* To ensure the effective communication as appropriate between all relevant stakeholders.
* To ensure that all members of the department /curriculum area are familiar with priorities, policies and procedures within the department and in relation to the whole school.

**Communication**

* To communicate effectively with the parents of students as appropriate.
* Where appropriate, to communicate and co-operate with persons or bodies outside the school.
* To follow agreed policies for communications within the school.
* To ensure that all members of the department are familiar with its aims and objectives.
* To ensure effective communication/consultation as appropriate with the parents of students and other relevant external bodies.
* To represent the Department’s views and interests.

**Marketing & Liaison**

* To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and other relevant events with partner schools.
* To contribute to the development of effective subject links with external agencies.
* To help create and promote a positive ethos for the curriculum area across the school.
* To actively promote the development of effective subject links with external agencies.

**Management of Resources**

* To contribute to the process of the ordering and allocation of equipment and materials.
* To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

**Pastoral System**

* To be a Form Tutor to an assigned group of students.
* To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
* To liaise with Pastoral Leaders to ensure the implementation of the school’s Pastoral System.
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
* To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
* To contribute to the preparation of Action Plans and progress files and other reports.
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
* 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.
* To contribute to PSHCE and citizenship and enterprise according to school policy.

**Teaching**

* To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students.
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for students which meets internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the specification.
* To uphold and promote positive behaviours for learning, including responsibility and independence which underpin sustained progression.
* To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required.
* To apply the Behaviour Management systems so that effective learning can take place.

**Other Specific Duties**

* To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage staff and students to follow this example.
* To fully support the school in maintaining a strong Catholic character and fostering the faith development of students & staff.
* To actively promote the school’s policies.
* 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.
* To engage actively in the performance review process.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

