

51 FINCHALE ROAD, ABBEY WOOD, SE2 9PX

**Job Specification for: Subject Leader:** Modern Foreign Languages

1. To be responsible for high quality Teaching and Learning, planning and feedback across the subject.
2. To support the Teaching & Learning team on whole school initiatives for example the Feedback Policy.
3. To take an active role in the delivery, monitoring and review of the Learning Zone action plan.
4. To take an active role in supporting the personal development, behaviour for learning and welfare of students across the subject.
5. To work with the HOLZ on targeting groups of students eg Pupil Premium, Gender, Ethnicity or Prior Attainment through the use of data and in accordance with the School Improvement Plan.
6. To oversee the quality and the development of the KS3 and KS4 Curriculum as well as their transition points from Yr 6 and onto Yr 12.
7. To oversee the organisation of KS4 PPEs and KS3 assessments including marking, moderation, recording data and analysis of results.
8. To oversee intervention initiatives, ensuring they fully support the progress of students.
9. To oversee and utilise ‘gain time’ where students take GCSE exams early, ensuring advanced study happens where appropriate.
10. To work with the HOLZ to support teachers to ensure all reports are completed accurately so that they are not working ‘in isolation’.
11. To ensure that Doddle is being used as a homework platform by all and additionally for tracking progress where appropriate.
12. To represent the subject at Subject Forum and to take part in discussions and share good practice with other Subject Leaders.
13. To work collaboratively with Key Stage Coordinators where applicable.
14. To co-ordinate and manage Departmental resources
15. To represent the subject in initiatives and events outside of the school, such as borough meetings, PiXL conferences and other networks where applicable.