Job Description

**Job Title:** Curriculum Leader for Modern Foreign Languages (French and Spanish)

**Reporting to:**  Director of Humanities

**Purpose of Job**

* To undertake the leadership and management responsibility for the Academy’s MFL courses.
* To direct staff and students within the MFL curriculum area, in accordance with the academy’s management policies and mission statement
* To work collaboratively with academy senior leaders, directors, staff, sponsors and partners

**Main Activities and Responsibilities**

* To assist the Director in planning the development of the department.
* To monitor, review and evaluate the effectiveness of the department in conjunction with the director
* To ensure all schemes of learning are in place
* To ensure the department is well resourced and well organised
* To monitor, assess and record work in accordance with the Academy tracking criteria
* To respond to the tracking data and implement a personalised interventional package to ensure all students reach their full potential
* To promote outstanding teaching and learning across MFL
* To ensure the frequent setting of individual study and the assessment of this work
* To maintain effective discipline within the curriculum area in accordance with the academy’s behaviour for learning policy
* To oversee the writing of reports and provision of subject information to parents, attendance at parent’s evenings, and response to parents’ enquires
* To ensure the department use of the SEND register and associated information
* To manage all aspects of the MFL courses in association with the director
* To undertake responsibility for all quality assessment, recording and reporting issues within the MFL courses, including all internal verification processes and procedures
* To ensure equal opportunities for all students
* To encourage cross curricular activity
* To promote events, projects and showcases that display, advertise and promote MFL courses and the work of whole academy
* To undertake pastoral responsibilities for both KS4 and post 16 students in conjunction with a team of tutors and Head’s of House
* Advise the senior leadership team of the successes, challenges and development plan for courses
* Exercise a commitment to the academy’s mission statement and stated ethos including equal opportunities policy and health and safety policies
* To undertake any other duties or at the reasonable request of the Principal, SLT and Line Manager