



**NORTHOLT
HIGH SCHOOL**

JOB DESCRIPTION – Subject Leader MFL

Job Title:	Subject Leader for MFL (French and German)
Reports to:	Line Manager – Assistant Headteacher
Purpose of Job:	To ensure the effective administration and leadership of the MFL department and as a member of the department team, teach across the age and ability range.

RESPONSIBILITIES AND TASKS

The Subject Leader for MFL has responsibility for:

- i) All aspects of work for the Department
- ii) Reflecting school policy in the running of the Department

KEY AREAS

To be informed of current developments in:

- Subject teaching methods
- Examination, assessment, recording and reporting requirements
- The implications of any local or national initiatives

To be the lead learner in the department and ensure that a range of effective learning strategies are used to raise achievement.

To teach German to GCSE level students in Key Stage 4 and French to students in all year groups.

To work with and brief the Senior Leadership Team and the Governors on issues relating to the subject. This includes an evaluation of the academic year's work with an analysis of external examination results for the first Governors meeting of the following academic year and an annual review meeting with the Headteacher in the Autumn term.

To devise and implement appropriate syllabuses and Schemes of Work consistent with the requirements of external examination courses and the overall aims of the school.

To develop within the department appropriate resources and methodologies for the full range of abilities which will reflect the school's commitment to equality of opportunity and differentiated, student centred learning.

To ensure that all staff working in the department aspire to excellence in teaching and learning. This includes monitoring and evaluating staff, promoting an orderly and attractive environment, oversight of the marking and recording of student's work and progress and the monitoring, analysis, recording and reporting of results.

To liaise with other departments to map curriculum content and timing and to ensure that cross curricular themes are part of the structured learning and teaching of the department.

To ensure outcomes in examinations are at least in line with agreed targets.

To devise and implement departmental learning plans.

To contribute towards the development of whole school policies.

To be responsible for the training and development of members of the department and actively involved in supporting members of the department in meeting their training needs.

To undertake their role in the Performance Management Policy of the school.

To foster a positive image of the department within the school and the local community.

To manage the budget and resources of the department.

The induction of new staff and of students on initial teacher training.

To attend all relevant school policy marking meetings.

GENERAL

To undertake the role of a teacher according to the current School Teachers' Pay and Conditions Document

To undertake the role of Form Tutor as required

The above Job Description can be changed following consultation with the Headteacher.

PERSON SPECIFICATION
Subject Leader for MFL

Qualifications:

- A degree level qualification
- QTS
- Evidence of further training would be an advantage

Knowledge:

- A full understanding of MFL in a secondary curriculum
- An awareness of the role of MFL within the whole school curriculum
- An understanding of National Curriculum and other statutory requirements and developments and knowledge of appropriate teaching and learning strategies and courses to facilitate successful learning for students of all backgrounds and abilities.

Experience:

- A minimum of three years of successful teaching of MFL at secondary level
- Evidence of recent and relevant in-service training

Skills:

- The ability to teach French at all key stages and German to GCSE level
- The ability to lead and manage a team of teachers
- The ability to work autonomously and as part of a team
- The ability to motivate and develop both staff and students
- Efficient organisation of the planning, teaching, assessment and evaluation tasks
- The ability to manage the budget and resources of a department
- Effective time management
- The ability to communicate effectively

Attitudes:

- A commitment to genuinely comprehensive education in a multi cultural environment
- The expectation of gaining experience, expertise and personal development through this post