

<b>Post Title:</b>	Modern Foreign Languages Faculty Leader
<b>Responsible to:</b>	Headteacher / Deputy Headteacher / SLT
<b>Job Purpose:</b>	Focus on raising aspirations and outcomes for students in MFL through your leadership of colleagues and your influence on classroom resources and practice; interact positively with students in a variety of settings, not least the classroom, in a way which safeguards them and brings out their best in terms of attitudes, behaviour and achievement in the subjects concerned.

**To be successful in this role the postholder will be required to:**

1. Review current MFL curriculum at all Key Stages and adapt accordingly to ensure that outcomes and progress for all students is in line with or above national expectations. Work within and actively promote, not least by one's professional behaviour, school/ Faculty policies and procedures.
2. With colleagues, strive to create a Faculty in which high expectations are manifest and students feel cared for, happy and safe.
3. Engage positively with students, parents and staff to embed school values and attitudes and promote high levels of achievement.
4. Lead, manage and support Faculty colleagues, in a way that allows them to give of their best and develops a sense of 'team'.
5. Ensure that appropriate schemes of work and teaching/learning/assessment strategies are in place for all year groups and being followed by Faculty colleagues.
6. Maintain a high standard of classroom performance.
7. Take responsibility for the quality of teaching and learning within the Faculty and the progress/achievement of students.
8. Ensure that the Faculty meets its responsibilities for regularly monitoring, recording and reporting student progress. Ensure this process is carried out accurately and in line with Faculty/whole School deadlines.
9. Take a lead in analysing student progress data and oversee the use of academic interventions within the Faculty where data indicates the need for additional support.
10. Liaise regularly with SLT members to whom they are responsible.
11. Attend all meetings relevant to the job purpose and convene Faculty meetings.
12. Take a measure of responsibility for Faculty teaching rooms with a view to creating an environment which stimulates student learning.
13. Deploy Faculty budgets in a way most likely to meet the job purpose.
14. Take responsibility for the day-to-day management of Health and Safety within the Faculty.



15. Take a lead in establishing/maintaining high standards of behaviour in classes within the Faculty using the school's Behaviour for Learning Policy.
16. Take responsibility for care and security of Faculty resources.
17. With colleagues, ensure the Faculty website is kept relevant and up to date.
18. Keep abreast of educational developments in your subject and consider their benefits for students.
19. In association with SLT members to whom you are responsible, annually evaluate the progress made towards the job purpose.
20. Regularly monitor and evaluate Faculty performance and use this to:
  - Inform the Faculty SEF;
  - Inform an annual Faculty Improvement Plan.
21. Meet obligations with respect to the school's system of Performance Management.
22. Be committed to one's own professional improvement and that of colleagues within the Faculty. This may involve a contribution to ITT.
23. Advise the Headteacher about staffing requirements and assist, when required, in the appointment of staff.
24. Be aware of the issue of work/life balance with respect to staff for whom you have a measure of responsibility.
25. As a senior Subject Leader you will be expected to contribute to leadership and management issues outside your Faculty area.
26. Show respect for all members of the school community and promote Healthy Relationships.
27. Regularly prepare lessons and keep a record of work covered.
28. Be committed to a high standard of classroom performance, in which students of different abilities experience a sense of challenge.
29. Ensure that literacy, numeracy and ICT are reflected in the learning experience of students.
30. Take responsibility for creating a learning environment in which students feel safe and happy.
31. Take responsibility for the learning and achievement of students in your classes.
32. Regularly set and mark homework.
33. Set appropriate work for classes in the event of your absence.
34. Attend all meetings relevant to the job purpose (to include those convened by the school to inform parents of student progress).



35. Follow Faculty schemes of work and advice/guidance on teaching and learning strategies.
36. Be committed to professional improvement in line with the Professional Standards for Teachers. Regular self-evaluation and evaluation of performance with subject leaders should inform this process.
37. Use available student data to make judgements on student progress and to inform teaching and learning strategies.
38. Co-operate with school systems for monitoring, recording and reporting on student progress. It is expected that teachers will keep a detailed record of student marks/grades achieved during the year.
39. Take part in the school's staff development programme by participating in arrangements for further training and professional development.
40. Work as a member of a team and contribute positively to effective working relations within the school.
41. Maintain appropriate records and provide accurate and up to date information for management systems.
42. Communicate effectively with parents/carers of students as appropriate.
43. Take part in activities such as Open Evenings and Consultation Evenings.
44. Participate, as required, in the school's duty rota.
45. Such other duties/responsibilities as may from time to time be reasonably required.

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times both in work and in their personal lives.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, qualification, medical and reference checks as part of the recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education (School Teachers' Pay and Conditions) Act. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.



**PERSON SPECIFICATION****Post Title:** Modern Foreign Languages Faculty Leader

This acts as selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form 2 = Interview 3 = Reference 4 = Proof of qualification 5 = Practical

	Essential	Desirable	How Measured
<b>TRAINING/QUALIFICATIONS:</b>			
Degree or equivalent	✓		1, 4
Qualified Teacher Status	✓		1, 4
Evidence of continuing professional development		✓	1, 2
Knowledge of safeguarding procedures	✓		1, 2
<b>SKILLS AND COMPETENCIES:</b>			
Ability to deliver consistently high quality lessons, evaluate impact and develop future planning accordingly	✓		1, 2, 3, 5
Excellent ICT skills to support the curriculum and work organisation	✓		1, 2, 3
Ability to analyse and use data to inform target setting	✓		1, 2, 3
Ability to communicate effectively and develop good working relationships with students, parents and staff with accurate spoken English	✓		1, 2, 3
Ability to participate in self-evaluation which leads to impact	✓		1, 2
<b>EXPERIENCE:</b>			
Dual linguist with a proven record in delivering high quality teaching and learning and student outcomes.	✓		1, 2, 3, 5
Languages outside of French and German		✓	1, 2, 3, 5
Highly effective classroom teacher in the relevant subject area	✓		1, 2, 3, 5
Proven experience of National Curriculum at all Key Stages	✓		1, 2, 3



	Essential	Desirable	How Measured
Up to date knowledge of PSHCE	✓		1, 2, 3
Effective in managing student behaviour and maintaining discipline	✓		1, 2, 3, 5
Excellent personal organisation and time management	✓		1, 2, 3
Involvement in whole-school initiatives/development		✓	1, 2
Willingness to be involved in the wider life of the School		✓	1, 2
Understanding of SEN needs		✓	1, 2

### OTHER REQUIREMENTS:

**This post is defined as Regulated Activity and therefore is subject to an Enhanced Disclosure and Barring check.**

Signed .....

Name .....  
(in capitals)

Date .....

*Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records.*

