

**Job Description –Team Leader for MFL**

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| Job title | **Team Leader for Modern Foreign Languages** |
| Grade | **MPS or UPS plus TLR 2b (£4169)** |
| Responsible to | **Assistant Principal** |
| Responsible for | **Curriculum provision, quality of teaching and learning and outcomes in French and Spanish** |
| Effective from | **January 2018** |

**Ninestiles Academy Trust Mission Statement**

Ninestiles Academy Trust will be nationally and internationally acknowledged as a high achieving, innovative and exciting group of schools which recognise and respect the richness and diversity of their communities. The trust will be structured and resourced to meet the needs of 21st century students. Within a caring environment, we will develop and reinforce the values, skills and attributes which promote good citizenship and lifelong learning. Parents, directors and governors, and the wider community will work in partnership with our committed, appropriately skilled workforce and our students to ensure that high quality learning takes place. Outcomes will be outstanding.

**General expectations of leaders at Lyndon:**

* To have a profile around school during the school day, before and after school
* To be seen as role models for all staff (not just those who you line manage or for whom you are responsible)
* To be ready to support staff, students and parents at all times
* To create a sense of capacity at all times
* To be seen as reliable, approachable and discreet
* To be a team leader and a team player
* To be flexible and adaptable

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| **General Responsibilities and Duties:** |
| * To undertake the full range of duties and responsibilities as required by the Principal as set out in: * The School Teachers’ Pay and Conditions of Service and the school Appraisal Policy * The appropriate standards as set out by the NCTL * Any other duties commensurate to the post title which the Principal may deem to be appropriate. * To promote the educational success and outstanding outcomes of all our students through strong leadership * To support the Assistant Principal in achieving outstanding progress outcomes for all students, to act as a conduit for leadership decisions and to deputise for the Assistant Principal as and when required to do so. * To provide professional leadership and management of the subject team in order to secure the highest quality teaching, effective use of resources and improved standards of learning and achievement for all students. * To be a consistently ‘good’ and often ‘outstanding’ teacher who meets the relevant set of personal professional standards for the specific pay phase and takes responsibility for personal professional development. * To act as a role-model for students and other members of staff. |
| **Specific Duties:** |
| **Have knowledge and understanding of:**   * The school’s mission statement, aims, priorities, targets and improvement plan (and the mission of the Ninestiles Academy Trust.) * Any statutory curriculum requirements and the requirements for assessment, recording and reporting of students’ attainment and progress. * The characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students. * New subject-specific pedagogies and research and their potential impact * The implications of the Code of Practice for Additional Educational Needs for teaching and learning.   **Planning & target-setting**   * Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching. * Ensure that context sheets are created, updated and used effectively by staff to promote high quality personalised teaching, learning and interventions * Work with the SENCO, and any other staff with Additional Educational Needs expertise, to ensure that individual education plans are used by teachers to set subject specific targets and match work well to students’ needs. * Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of a range of specialist subjects within the curriculum area. * Contribute to whole-school aims, policies and practices including those in relation to safeguarding, behaviour, bullying and racial and homophobic harassment. * Identify realistic and challenging targets for improvement and be clear about actions to be taken, the relevant timescales and criteria for success.   **Teaching & Managing Student Learning**   * Ensure curriculum coverage, continuity and progression across the range of subjects for all students, including those of high ability and those with additional educational or linguistic needs. * Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students effectively. * Ensure guidance is provided on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students. * Ensure teachers promote the progress of every student within each lesson, across sequences of lessons and throughout modules/schemes of work. * Ensure effective development of students’ literacy, numeracy and information technology skills through the subject. * Ensure effective coverage of the SMSC agenda across the subject curriculum.   **Assessment & Evaluation**   * Analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods. * Establish and implement clear policies and practices for assessing, recording and reporting on students achievement, and for using this information to assist students in setting targets for further improvement. * Evaluate the teaching of the range of specialist subjects within the curriculum area and use this analysis to identify effective practice and areas for improvement. * Implement whole school systems for recording and reporting individual student performance.   **Student Achievement**   * Establish clear targets for students’ achievement and evaluate attainment and progress for all students. * Use data effectively to identify individual students and student groups who are underachieving and, where necessary, create and implement effective plans of action to support these students.   **Managing Staff & Other Adults**   * Organise and run meetings and supply minutes to the Assistant Principal/ line manager * Attend meetings as requested * Support staff in achieving constructive working relationships with students. * Establish clear expectations and constructive working relationships among staff, including through team working and mutual support, devolving responsibilities and delegating tasks, appropriately evaluating practice, and developing an acceptance of accountability. * Contribute to required updates and reports to SLT and Academy Council. * Appraise staff as required by the school policy on appraisal and use the process to develop the personal and professional effectiveness of the teacher. * Lead professional development through example and support and co-ordinate the provision of high quality professional development by appropriate methods, drawing on other sources of expertise as necessary, * Establish a partnership with parents to involve them in their child’s learning of the subject, as well as providing information about curriculum, attainment, progress and targets. * Assist in the recruitment and selection of teaching and support staff for the curriculum area.   **Managing Resources**   * Establish staff and resource needs and advise the Principal and senior managers of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and subject plans. * Achieve value for money. * Organise and co-ordinate the deployment of learning resources, including information and communications technology, and monitor their effectiveness. * Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school. * Ensure all school, regional and national Health and Safety requirements, including risk assessments, are complied with.   **Strategic Leadership**   * Develop a vision for the curriculum area which ensures continual improvement, maximum effectiveness and outstanding outcomes. * Create a climate which enables other staff to develop and maintain a positive attitude towards, and confidence in, their professional role. * Develop and implement practices to ensure all relevant parties are well informed about subject policies and plans and the curriculum area’s success in meeting objectives and targets.   **General**   * Oversee the development and organisation of any relevant extra curricular activities and visits which extend learning beyond the classroom * Be open to the possibilities of outreach work within the Ninestiles Academy Trust or across the Ninestiles Teaching School Alliance * Any other appropriate and reasonable activity as may be directed from time to time by the Principal. |

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| **Job description issued by the Principal:** |  |
| **Copy received by:** |  |
| **Date:** |  |