

Dear Applicant

Thank you for your interest in the position of **Subject Leader of MFL (Spanish)**

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit www.thedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to recruitment@deantrustwigan.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **12pm noon on Monday 30th March 2020** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 511987 or email recruitment@deantrustwigan.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Believe Achieve Succeed

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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Subject Leader of MFL (Spanish)
Reporting to	Senior Leader
Main purpose of job	To support the Senior Leader in the development and running of a successful curriculum area
Key responsibilities:	
<ul style="list-style-type: none">• To raise standards of attainment and progress at Key Stage 3 and 4.• Lead aspects of curriculum development for areas within the curriculum area.• Support the Senior Leader in the efficient and effective deployment of the Department's technicians/support staff.• Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.• In liaison with the Senior Leader, make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.• Support the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.• Promote teamwork and to motivate staff to ensure effective working relations.• Act as a positive role model for staff, students, parents / carers.• Support the effective operation of the school quality assurance procedures.• Ensure student targets are set and monitor progress towards these.• In conjunction with the Senior Leader, support and challenge staff, students where under-performance is identified.• Ensure members of the curriculum area observe the school's standards of practice and develop the effectiveness of teaching and learning.	

All employees have the responsibility to:
<ul style="list-style-type: none">• Ensure any documentation produced is to a high standard and is in line with the brand style• Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person• Participate in training and other learning activities as required• Participate in the school/academy Performance Management process• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate• To promote the area of responsibility within the school/academy and beyond• To represent the school/academy at events as appropriate• To support and promote the school/academy ethos• To undertake any other duties and responsibilities as required that are covered by the general scope of the post• To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

Should the successful applicant be a Newly Qualified Teacher, the appointment, in the first instance, would be for a period of 1 year with a review on successful completion of NQT year.



Person Specification

Qualifications and training	Essential <ul style="list-style-type: none">• A good Honours degree in a relevant subject• Qualified Teacher Status• Evidence leadership or the potential to lead• Evidence of CPD relevant to subject specialism• Successful experience of playing a key role in curriculum change• A proven track record of exam success
Experience	Essential <ul style="list-style-type: none">• Been part of or led a successful team in the relevant subject.• Improving student outcomes• Developing resources for effective teaching• Performance management of staff Desirable <ul style="list-style-type: none">• Working in more than one school• Observing teaching and acting in a coaching role to others
Knowledge	Essential <ul style="list-style-type: none">• A clear understanding of, a commitment to, the vision for Dean Trust Wigan• Excellent, up to date, subject knowledge• Excellent, up to date knowledge of relevant curriculum issues• Good understanding of issues of equality and diversity• Good understanding of safeguarding policy and practices• Good understanding of the improvement cycle of subject self-evaluation, improvement planning and implementation and monitoring
Skills and abilities	Essential <ul style="list-style-type: none">• The ability to communicate clearly orally and in writing to staff, students, parents and external partners• The ability to plan and implement change across the subject team• The ability to undertake effective performance management of members of the subject team• Confident ICT skills across a range of applications• The ability and enthusiasm to motivate and inspire staff and students to be the very best they can be