

JOB DESCRIPTION

Job Title: MFL Subject Leader (11-19)

Responsible to: SLT

Overview

The role of the MFL Subject Leader is essential in supporting the rapid and sustained progress of all students. The MFL Subject Leader is responsible for supporting staff in developing teaching and learning with the expectation that the needs of all students will be met. Acting as a coach to teachers, the MFL Subject Leader will drive improvements through well targeted CPD and support.

The MFL Subject Leader should have a thorough grasp of data and use it to be fully aware of each subject's/student's needs at every stage of their learning and in relation to their ability. The MFL Subject Leader will work closely with other subjects and faculty leaders, the learning teams and heads of campus to ensure that the effective design and implementation of policies and practice supports the aims of the College.

The MFL Subject Leader will be someone who instills pride in their team; someone who cares about their staff and wants the best for their students. A role model of professionalism.

Whilst this post begins at a TLR2A, it is possible that as the subject grows in terms of staffing and student numbers through KS4 and KS5, the remuneration will be reviewed to be commensurate with the size of the subject area to be in line with other faculties.

Core Responsibilities

- To be accountable to the SLT, Principal, and Board of Governors in providing vision, leadership and direction for the leadership of MFL.
- To be an ambassador for the College, modelling the core values (TTC3) in your professional life.
- To establish and role model a culture that promotes excellence, equality, and high expectations for all students within all subjects.
- To be responsible for the strategic direction of MFL, contributing to the College Development Plan; lead the subject development plan.
- To be responsible for effective communication (in person and electronically) with all staff, across both sites.

- To communicate effectively with DOLs to regarding performance and outcomes of all students.
- To be responsible for supporting all teachers with behaviour management.
- Act as a critical friend and coach to teachers.
- To develop the teaching of all MFL staff. To further develop and train both teachers and support staff.
- Support staff with meeting any of the teacher standards and post threshold standards.
- Monitor the responsibilities and performance of all teachers.
- To be responsible for ensuring consistency with the APR process with all teachers. To carry out appraisals of nominated staff and monitor & support the appraisal process with all staff.
- To be responsible and accountable for the outcomes (attainment & progress) of all groups of students studying MFL.
- To drive improvement in student outcomes (attainment & progress).
- Use data highly effectively to challenge underperformance and support teachers to work effectively with data.
- To forecast and monitor spending and be accountable for the overall budgets, overseeing all curriculum expenditure and determining signatories for individual cost centres.
- Dissemination of information to teachers from CLLG.
- To keep up to date and be thoroughly familiar with any changes to subject specifications via exam boards, DFE etc. Have an awareness of curriculum development relating to national changes in all subjects and maintain accreditation with relevant bodies.
- Have an overview of staff timetables.
- Maintain subject links with other schools, industry contacts, subject specialists.
- To be accountable for the quality of education by effectively line managing teaching and learning so that all students are able to realise their potential through engaging in personalised learning.
- Promote high quality teaching and learning to all teachers and be responsible and accountable for the quality of teaching and learning.

- Responsible for conducting observations & learning walks and to ensure that teachers are meeting their requirements regarding lesson evaluations and learning walks.
- To ensure that College procedures for lesson evaluations are followed and ensure that subject leads are regularly monitoring student progress and acting upon findings.
- To ensure that teachers are regularly providing high quality targeted feedback.
- To be responsible for developing a strong team that: supports each other; works together; celebrates success, and communicates with parents and the wider community.
- To be responsible for the development, in conjunction with other key staff, of schemes of work.
- To motivate the teachers, acting as a positive role model and supporting all staff.
- To ensure consistency with routines and expectations - eg: behaviour management, learning environment, meet and greet.
- Provide training and support for teachers and determine required CPD.
- To be thoroughly familiar with OLEVI training and drive it forward through CPD
- Promote sharing of best practice both within and beyond MFL; contribute to shared learning walks and triads.
- To ensure that resources are efficiently and effectively used to achieve curriculum aims and to facilitate day to day operation at both sites.
- To recruit staff and be active in future recruitment of trainee staff.
- Deal with day to day staffing concerns/issues and supporting staff with student
- To be responsible for creating and maintaining subject/faculty policies, ensuring whole college policies are used.
- To be responsible for marketing MFL to raise its profile & attract students for KS4&5 options.
- To be accountable for the day to day running of MFL at both TC & FC.
- To ensure the effective dissemination of information to teachers.
- To be accountable for the retention of students within MFL.

Other clauses:

- The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

		Desirable/ Essential
Knowledge	Educated to degree level or equivalent	E
	Knowledge and experience of teaching of one or more MFL Subjects	E
	Qualified teacher status	E
	Awareness of the barriers to learning experienced by children and young people	E
	Knowledge and understanding of Safeguarding policies, protocols and procedures	E
	Knowledge of approaches to managing behaviour and behaviour modification strategies	E
	Know how to promote high levels of progress and outcomes by students and staff, adapting teaching and leadership as needed	E
	Awareness of progression in subject from KS2 to KS5	E
	Ability to use data and strategic information to raise student attainment.	E
	Clear understanding of school leadership and teaching and learning in 21 st century	D
Experience	Experience of supporting student achievement, social, emotional development and wellbeing	E
	Experience of devising and operating group and individual work to support behaviour	E
	Experience of using data to drive improvements in outcomes	E
	Experience of working as part of a team	E
	Experience of managing or leading others	D
	Experience and interest in leading innovative curriculum development	D
	Experience in effective use of planning, assessment and analysis in raising standards	E

	Experience of coaching staff	E
	Experience of devising curriculum enrichment activities	D
Skills	Competency in literacy, numeracy and ICT	E
	Excellent interpersonal skills	E
	Vision and initiative in making change to enhance and raise standards	E
	Excellent classroom practitioner who is passionate about teaching	E
	Confident and able communicator	E
	Excellent communication skills both oral and written	E
	Relate well to young people and their families/carers from different ethnic and social backgrounds and ability to build positive relationships	E
	Ability to solve problems	E
	Demonstrate that they are well organised and can manage and prioritise their own workload	E
	Ability to work effectively with colleagues	E
	Ability to work independently and as a member of a team	E
	Ability to identify potential barriers to learning and to devise strategies to enable students to overcome these barriers	E
	Ability to command the confidence of colleagues	E
Personal Attitude	Commitment to the College's aims, ethos and vision	E
	Commitment to curriculum enrichment activities	E
	Commitment to continuous improvement	E
	Resilience and a flexible approach	E
	Able to work independently and as part of a team	E
	Approachable and sensitive to the needs of others	E
	Openness and willingness to address and discuss relevant issues	E

	Presence, drive and passion	E
	Excellent organisation and the ability to work under pressure	E
	Commitment to continuing personal professional development	E