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| **Subject Leader - MFL Job Description** |  |
| Employer Dagenham Park Church of England School Location Barking and Dagenham Responsible to Deputy Head |  |

## Job Purpose:

To manage, develop and implement innovative practice and highlight existing good practice in teaching and learning.

To provide strong leadership and operational management of the department.

To manage resources made available to pupils in order to optimise the education and welfare of pupils.

To develop and implement department policy, practice and targets across the school.

## Key Responsibilities:

To develop and implement department curriculum policy.

To prepare and maintain the department’s Self-Evaluation Form.

To develop and implement strategies to promote high levels of academic achievement in the department.

Evaluate examination syllabuses and work with the Assistant Head Teacher in the development of new qualifications / paths to accreditation.

## Curriculum Management to Include:

The management of high quality curriculum delivery across the Key Stages.

Assisting the appropriate senior leadership link in setting and achieving pupil performance targets.

The monitoring of pupil progress towards targets at all Key Stages and the development of intervention strategies where required.

The co-ordination and management of the work of the second in department and subject teachers.

The establishment and maintenance of a purposeful working atmosphere and setting of high expectations for pupils’ behaviour within lessons.

The establishment of clear expectations and constructive working relationships among staff, including necessary support, developing responsibilities, evaluating practice and delegating tasks as appropriate.

To assist in establishing a partnership with parents/carers to involve them in their child’s education.

To provide information about levels of attainment, behaviour, progress and targets to Leadership Team, parents and pupils.

Monitoring and evaluating pupils’ progress towards meeting achievement targets.

Promoting the highest possible standards of achievement.

Attending meetings as appropriate.

Manage and quality assure the work of department teachers, including the routine checking of planning, marking and record keeping within the department.

To ensure full involvement with whole-school monitoring systems.

## Financial Management

Preparing and managing the annual budget in the most economic, efficient and effective manner to obtain best value.

## Developing & Maintaining Community & Commercial Links

Assisting the appropraite member of SLT to create and implement ways of actively involving parents in the learning process.

Networking with secondary schools in Barking and Dagenham and other Boroughs to share best practice. Developing cross-consortium links at post-sixteen.

## Facilities Management:

To ensure that the materials and fabric of the department are well maintained and relevant Health and Safety regulations are observed.

## General Duties

Ensuring the Department’s web pages, including policies and procedures are updated regularly.

Carrying out a share of supervisory duties in accordance with published rotas.

Participating in appropriate meetings with colleagues and parents or guardians.

Participating in Performance Management arrangements.

Adhering to published school policies and procedures.

Attending regular meetings with the Line Manager.

## Accountability

Key Performance Indicators (taking into account measurements of ‘added value’):

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract)

The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body

To uphold the school’s policy in respect of child protection and safeguarding matters

Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements

The post holder may be required to perform any other reasonable tasks after consultation

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 constructed

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.

Staff will be expected to participate in the school’s staff appraisal scheme.