



## **JOB DESCRIPTION**

**POST TITLE: Lead Practitioner: MFL**

**GRADE: L1-L5**

**RESPONSIBLE TO: Assistant Headteacher Teaching and Learning (line manager) and Head of Department**

### **Overall Objectives of the Post:**

The core purpose of the Lead Practitioner post will be to improve the quality of teaching and learning in MFL.

The Lead Practitioner in MFL will support the Assistant Headteacher (Teaching and Learning) and Head of Department for MFL to develop teaching and learning in the subject. They will also form part of a wider team of Lead Practitioners, supporting the development of teaching and learning across the school and in our local primaries.

In addition to the requirements of a class teacher:

**In order to promote and achieve the school vision and purpose, the Lead Practitioner in MFL should:**

- Maintain expert knowledge of teaching and learning and disseminate this to other teachers
- Maintain knowledge and understanding of the school's aims, priorities, targets, self-evaluation and action plans
- Understand and promote the benefits and effective use of ICT
- Understand and promote links between MFL and the wider curriculum
- Assist in planning the induction year for all NQT staff. In accordance with the school policy document and the DFE regulations and the LA programme, arranging regular meetings with them and undertaking classroom observation as appropriate
- Work with colleagues in our Teaching Alliances to support NQTs across the school

**Lead Practitioner in MFL will support staff teaching in the school to consistently and effectively plan lessons and sequences of lessons, to meet students' individual learning needs by:**

- Developing and sharing examples of effective planning practice within the school
- Taking steps to ensure that teachers are aware of the needs of inclusion of all pupils and groups and make provision for this in their planning
- Taking steps to ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in teachers' planning
- Establishing strategic planning, including short, medium and long term plans for the development and resourcing of the subject in association with the Head of Department

**Lead Practitioner in MFL will support staff teaching in the school to consistently and effectively use a range of appropriate strategies for teaching and classroom management:**

- Taking steps to ensure teachers are clear about the teaching objectives in lessons, understand the schemes of work in the subject area and communicate high expectation to students
- Observing colleagues' teaching (through subject monitoring) and providing evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement



- Identifying and promoting innovative and effective strategies within the school to meet the learning needs of all students

**Lead Practitioner in MFL will support staff teaching in the school to consistently and effectively use information about prior attainment to set well-grounded expectations for students and monitor progress to give clear and constructive feedback by:**

- Evaluating and interpreting relevant national, local and school data, research and inspection evidence to inform policies, expectations and teaching methods.
- Monitoring and evaluating assessment data across the school to identify trends in student performance and issues for development
- Defining intervention strategies (in conjunction with the Head of Department) to address issues for development that are identified
- Evaluating and reporting on the effectiveness of intervention strategies used to address identified issues
- Use assessment data to make comparative evaluation of students' performance in the subject area and across teaching groups

**Lead Practitioner in MFL will support staff teaching in the school to ensure that, as a result of their teaching, their students achieve well in relation to prior attainment, making progress as good as or better than similar students nationally by:**

- Identifying quantifiable and challenging student progress objectives with teachers within their appraisal/ performance management objectives
- Supporting teachers in planning appropriate strategies to achieve student progress target levels and objectives
- Taking steps to ensure that agreed student progress target levels within the school are achieved or exceeded
- Encouraging students' motivation and enthusiasm in the school, developing positive responses to challenge and high expectations
- Supporting teachers in providing regular, detailed and informative marking and feedback to students to allow them to take the next steps in their learning
- Monitoring the objectives and targets for students with SEN in English and promote the importance of raising their achievement

**Lead Practitioner in MFL will take responsibility for their own professional development and use the outcomes to improve their teaching and students learning by:**

- Maintaining 'leading edge' knowledge through reading, INSET and research to inform their own practice, demonstrating impact in teaching and on students' learning
- Assimilating and implementing new curriculum guidance to lead the process of change within the school
- Prioritising and managing their own time effectively, balancing the demands made by teaching and involvement in departmental and whole school development
- Achieving their own challenging professional objectives

**Lead Practitioner in MFL will contribute to the policies and aspirations of the school, co-ordinating strategies to achieve relevant school improvement priorities that have been identified in the school by:**

- Co-ordinating strategies to achieve relevant school improvement priorities that have been identified in the school



- Evaluating and reporting the effectiveness of practice in the school annually, suggesting areas and issues for further improvement
- Leading and delivering professional development / INSET activities
- Building effective links with local business and industry where appropriate, in order to develop the school
- Building effective links with local Teaching School alliances and universities in order to develop the school

**Lead Practitioner in MFL will be an effective professional who challenges and supports all students to do their best by:**

- Creating a climate, which enables staff to develop, challenge and support each other, resulting in positive growth
- Mentoring and coaching staff to develop confidence and skills while maintaining positive attitudes and professional relationships
- Communicating effectively and with professional integrity within and beyond the school community
- Taking action to build and maintain effective teamwork with high expectations of outcomes

**Specific Responsibilities**

**Targets for the post holder will be agreed through the appraisal cycle.**

This appointment is subject to the current conditions of employment contained in the School Teachers' Pay and Conditions Document, the required Teacher Standards, other current educational legislation and the school's articles of governance.

***This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.***

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Lead Practitioner in MFL Person Specification

### [A] Educational Attainment

**Key: A – application; I – interview; R – references**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Qualified Teacher Status	X		A
Outstanding / Good Teacher with Headteacher recommendation for the post	X		A, R
A good degree in MFL or a related subject	X		A
Significant recent INSET		X	A

### [B] Work Experience

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
A proven track record of raising and maintaining high educational standards in MFL	X		A, I, R
Substantial, successful experience of teaching students of all abilities, in the secondary phase (11-18)	X		A, I, R
INSET delivery		X	A, I, R
Experience in coaching other staff		X	A, I

### [C] Knowledge, Skills and Aptitudes

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Good knowledge of relevant public examination specifications (GCSE and A Level)	X		A, I
Good knowledge of different teaching and learning approaches	X		A, I
Good understanding of how to develop subject-specific skills and key aptitudes in students	X		A, I

### [D] Interpersonal Skills and Personal Attributes

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to motivate and enthuse others	X		A, I
Genuine liking for young people	X		A, I, R
Commitment to comprehensive education and personalising learning	X		A, I
High levels of initiative, self-motivation and resilience	X		A, I



Ability to evaluate the impact of lessons to develop future planning	X		A, I
An effective and creative team player	X		A, I, R
Ambitious for career development		X	A, I
Commitment to continuous professional development	X		A, I
A thoughtful and reflective individual	X		A, I, R

**[E] Other Requirements**

Application form should be completed in full	Expected
Letter should be clear and concise (no more than 2 sides of A4)	Expected
Should address the criteria in the person specification	Expected

**[F] Confidential References and Reports**

	<b>Essential</b>
Written reference(s) only, confirming professional knowledge, skills and abilities referred to above	X
Positive recommendation from current employer	X
Safeguarding compliance	X
Good health record	X