

GARTH HILL COLLEGE - INDICATIVE JOB DESCRIPTION FOR MFL LEAD PRACTITIONER

JOB PURPOSE:

- To model and lead the improvement of teaching and learning in MFL and across the College
- Raising standards of provision across the College community through various CPD activities (including coaching, mentoring, INSET etc.) and advising and supporting teachers in the department, across the College and wider community on excellent teaching, learning and assessment.

LIAISON:

- Principal and other members of the College's Senior Team to help develop the quality of learning and teaching provision across the College overall.
- Head of Department, Assistant Principal (Head of School) in order to develop outstanding practice across all lessons within the 'school' and across the College, and plan appropriate interventions to ensure best possible learning and progress.

REPORTS TO: Assistant Principal (Quality of Education – teaching, learning and assessment)

DAY-TO-DAY RESPONSIBILITIES

Please note that the Lead Practitioner role covers the existing duties of a main scale teacher including:

1. Teaching the MFL curriculum (French, German and/or Spanish) across years 7-13, including teaching GCSE course at key stage 4 and A Level at post-16.
2. Undertaking a teaching timetable and teaching pupils according to their individual needs, including the setting and marking of work.
3. Assessing, recording and reporting on the progress and achievement of staff/pupils and to keep records as required.
4. To complete oral and written assessments, reports and references relating to individual pupils and groups of pupils.
5. To undertake assessment of pupils as requested by external examination bodies, faculty and school procedures.
6. Carry out joint planning activities with members of the department to ensure that pupils have access to high quality learning.
7. To maintain positive behaviour management in line with the College's policies and procedures.

SPECIFIC LEAD PRACTITIONER DUTIES AND RESPONSIBILITIES

In addition to the above, specific Lead Practitioner responsibilities include:

8. Working with the MFL department to contribute effectively to the continued development of the department to secure excellent provision and outcomes.
9. As a member of the College's Teaching and Learning Team to embed quality first teaching within the MFL department and across the College.
10. Modelling excellent practice to colleagues and leading improvements in teaching and learning.
11. Planning and leading highly effective INSET and professional development to colleagues.
12. Carrying out / supporting monitoring and review of teaching and learning, including observing learning and providing effective feedback.
13. Support staff effectively in a coaching and mentoring capacity across the College - *helping teachers experiencing difficulties to be better and helping good teachers become excellent.*
14. Mentoring initial teacher trainees and early career teachers as required.
15. Contribute to enrichment and intervention within the MFL department.
16. Leading the celebration of languages and raising the importance of language learning across the school community
17. Playing a lead role in the continuous development and innovation of the curriculum, including the development of cross-curricular inter-disciplinary work.
18. Developing subject materials and resources, including creative and innovative content and activities and the use of technology.
19. Producing high quality teaching and CPD resources and disseminate to others.
20. Keeping up to date knowledge of the pedagogical theories and strategies and disseminate effectively to other colleagues.
21. Advising on the provision of in-service training in the department and whole College INSET.
22. Participating in the effective appraisal of other teachers.
23. Leading on relevant aspects of the department and College development plan.

24. All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

OUTREACH WORK

25. Working with teachers from other schools, including local primary schools to ensure curriculum continuity and learner engagement.
26. Where necessary to communicate and cooperate with out of school agencies and other bodies that can provide an enriched delivery of the subject.
27. Playing a lead role in delivering plans relating to the College's work, particularly in respect of the LP's subject area.
28. To actively and effectively promote the work of the College to parents/carers and other stake-holders.

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 above. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

Post Holder signature..... Date