**AP – MFL JOB DESCRIPTION**

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| Post Title: | Assistant Principal of MFL |
| Post Purpose: | Responsible for the quality of teaching and the professional development of teachers in the Faculty  Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)  To provide leadership of quality of teaching and learning in the Faculty that secures outstanding achievement  To play a leading role in day-to-day management of the Faculty and management of staff as agreed with the Vice Principal  To evaluate and review the quality of teaching and learning in the Faculty and to secure necessary improvements for the quality of teaching through coaching and/or mentoring  To be responsible for all Key Stages in MFL  To develop high-quality materials for teaching which offer exemplar material to other teachers within the Faculty, including ICT materials  To participate in other department or whole-school school improvement activity as directed by the Vice Principal or Senior Leadership Team of the College  To be deployed, as directed by the Senior Leadership Team, to support the development of other members of staff outside of the Faculty  To be responsible for safeguarding and promoting the welfare of students and to ensure that teaching and learning takes place in a safe environment |
| Reporting to: | Executive Headteacher |
| Working Time: | Leadership Scale |
| Salary/Grade: | TBC |
| Place of Work: | Your principal place of work will be Witchford Village College but you may be required to work at other schools and sites within the trust by mutual agreement |

## 2. Teaching

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| 2.1 | To undertake an appropriate programme of teaching and to develop teaching practice and expertise in accordance with Teachers’ Standards and The Impington Experience |
| 2.2 | To deliver relevant intervention programmes for students and produce course booklets and revision materials |

## 3. Student Progress

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| 3.1 | To play a leading role in monitoring and evaluating the performance of students in the Faculty, including oversight of interventions |
| 3.2 | To liaise with the Head of Houses to ensure students make excellent progress |
| 3.3 | To communicate as appropriate, with the parents of students and with persons or bodies outside the College concerned with the welfare of individual students, after consultation with the appropriate staff |
| 3.4 | To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved |
| 3.5 | To apply the Behaviour Policy so that effective learning can take place |
| 3.6 | To contribute to PD, citizenship, careers-related learning and enterprise according to College policy |
| 3.7 | To be a Lead Tutor to an assigned group of students and be responsible for students’ attendance, behaviour and progress |

## 4. Curriculum

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| 4.1 | To liaise with line manager to ensure the delivery of an appropriate, personalised, comprehensive, high quality and cost-effective curriculum programme for the Faculty which complements the College Development Plan and College/Faculty Self-Evaluation. |
| 4.2 | To explore, shape and lead new curriculum developments, in subject area reflecting national developments, disseminating across the team, aiming to secure the best possible outcomes for all students |

## 5. Leadership/Management

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| 5.1 | To lead, manage and support Lead Teachers and other relevant colleagues to deliver the aims, objectives and strategic plans of the Faculty and the College |
| 5.2 | To be accountable for the quality of teaching and learning and to secure improvements where necessary to ensure all teaching is ‘Good’ or better, with a high proportion ‘Outstanding’ utilising CPD where appropriate |
| 5.3 | To lead, support and model the development of ‘great’ teaching & learning across the whole Faculty support any teacher experience difficulties or any teacher not typically delivering ‘The Impington Experience’ |
| 5.4 | To work with the appropriate SLT member in order to ensure that the Faculty’s teaching commitments are effectively and efficiently time-tabled and roomed |
| 5.5 | To disseminate materials and advise on practice, research and continuing professional development provision |
| 5.6 | To coach, mentor and induct teachers, including trainees and NQTs |
| 5.7 | To play a leading role in the development of a vibrant extra-curricular programme |
| 5.8 | To be responsible for ensuring that staff development needs are identified and that appropriate programmes are designed to meet such needs |
| 5.9 | To ensure that the Faculty’s quality assurance procedures meet the requirements of self-evaluation and the College Development Plan |

## 6. Additional Duties

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| 6.1 | To contribute to the College procedures for lesson observation and self- evaluation |
| 6.2 | To continue own professional development as agreed with the Assistant Principal and the Principal |
| 6.3 | To support the Appraisal Policy and to coordinate CPD for members of the Faculty to enable colleagues to meet Appraisal objectives |
| 6.4 | To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with College procedures |
| 6.5 | Promote collaborative partnerships with outside agencies/ other schools |
| 6.6 | To communicate effectively with parents and colleagues about the Faculty  To ensure effective communication/consultation as appropriate with the parents of students |
| 6.7 | To promote actively the Trust’s policies and comply with the Trust’s Health and Safety policy |

## College Ethos

To play a full part in the life of the Trust and College community, to support its distinctive vision and ethos and to encourage staff and students to follow this example

## Safeguarding

To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the College’s Safeguarding/Child Protection policies and to undertake regular safeguarding/child protection/prevent training, adult protection training as required by the College.

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

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This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.