



## OUR LADY & ST JOHN CATHOLIC COLLEGE

### Job Description

<b>Post Title:</b>	Lead Practitioner: MFL
<b>Status:</b>	the post holder is accountable to Head of MFL
<b>Working Time:</b>	The post holder must be available for work as outlined in the School Teachers' Pay and Conditions Document
<b>Purpose:</b>	<p>The post holder is required to meet the conditions laid out in the School Teachers' Pay and Conditions document and the Guidance on School Teachers' Pay and Conditions, particularly in the below areas:</p> <ul style="list-style-type: none"><li>• Professional Responsibilities</li><li>• Health, Safety and Well-being of pupils</li><li>• Professional Development</li><li>• Communication</li><li>• Working Time</li></ul> <p>To carry out the functions of a teacher at OLSJ in accordance with the stated aims and objectives of the school and the department and to contribute to departmental improvement in accordance with the aims of the School and Departmental Improvement Plans. These include the following list of duties and responsibilities and any other duties as may reasonably be expected.</p>
<b>Principal Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• To plan, prepare and teach assigned lessons to students according to their educational needs.</li><li>• To set and mark appropriate written work according to department policy, including for any subsidiary subject.</li><li>• To assess, record, and report on the development, progress and attainment of students assigned within the guidelines of the Staff Handbook and assessment policy of the school.</li><li>• To promote and facilitate the general progress and well-being of individual students in assigned groups providing appropriate educational guidance on matters relating to their subjects.</li><li>• To participate in department meetings, appropriate school development meetings and INSET.</li><li>• To participate in the school's appraisal arrangements.</li><li>• To adhere to the school's and department's Health and Safety policy and procedures.</li><li>• To be a Form Tutor of an assigned Form Tutor Group and to carry out</li></ul>

	<p>related duties in accordance with the general job description of a Tutor.</p> <ul style="list-style-type: none"> <li>• To carry out the duties defined in the Lead Practitioner duties attached.</li> <li>• Any other tasks that are reasonably requested within the area of this responsibility.</li> </ul>
<b>Lead Practitioner Duties</b>	<ul style="list-style-type: none"> <li>• Play a leading role in the work of the Teaching School including outreach support to other schools, delivery of CPD courses and contribution to subject networks.</li> <li>• Play a leading role in subject CPD programme, supporting the HOF and leading on specified projects.</li> <li>• Support the induction and support of new staff members including NQTs, trainee teachers, supply teachers and non-specialists.</li> <li>• Lead on two significant whole school areas of development of which one will relate to teacher pedagogy.</li> <li>• Meet regularly with line manager to provide feedback on development plan and impact.</li> <li>• Support the HOF in subject development including monitoring through learning walks, work scrutiny and pupil voice.</li> <li>• To help develop and contribute towards high-quality materials for teaching at which offer exemplar material to other teachers within the faculty.</li> <li>• Use KS4 tracking data to support the HOD when determining the deployment of resources for targeted intervention and strategies</li> <li>• To support performance management and contribute to the assessment of other teachers against professional standards as required.</li> <li>• To participate in the development of ICT use across the department, including individual staff development and use of ICT in learning and teaching.</li> <li>• To participate in other department or whole-school school improvement activity as directed by the Head of Department or Leadership Team of the school.</li> <li>• To support other MFL staff in developing their practice.</li> <li>• To take a lead role within the school teaching and learning team and work closely with the SLT to help shape school strategy for improvement in teaching.</li> <li>• To be deployed, as directed by the Leadership Team of the school, to support the development of other members of staff outside of the faculty.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Participate in arrangements for their own further training and professional development</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>• To ensure the continued delivery of high-quality Teaching and Learning</li> <li>• To exercise professional skills and judgement</li> <li>• To impact on the educational progress of pupils</li> </ul>

<b>Communications</b>	<ul style="list-style-type: none"> <li>To ensure effective communication as appropriate with the parents of students</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>You are required to carry out the statutory duties of a school teacher as set out in your contract</li> </ul>
<b>Additional Duties</b>	The post holder will support the distinctive Catholic mission and ethos of the school

**NOTE:** The post holder must carry out their duties with full regard to the school's policies and in particular, Equal Opportunities, Health and Safety *and Code of Conduct* policies.

*The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.*