

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Subject Leader of MFL (UPS2)</b>
<b>College:</b>	<b>Sedgefield Community College</b>
<b>Reporting to:</b>	<b>The Headteacher</b>
<b>Salary/Pay range:</b>	<b>£40,124 plus an additional allowance of £7,017 (Equivalent to TLR2c)</b>
<b>Hours of work:</b>	<b>Full time</b>

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### **Purpose of Job**

To positively contribute to raising standards of attainment and achievement for all pupils at Sedgefield Community College in all aspects of College life through providing high quality teaching and high quality support and guidance to all pupils in their care, through fully utilising their skills, talents, knowledge and expertise and through setting a positive example in their own professional behaviour.

### **Main Duties and Responsibilities**

#### **Teaching and Learning**

- To make a significant contribution to raising standards of attainment and achievement through working to the direction of the Headteacher of the school, having regard for the curriculum, assessment recording and reporting of the school.
- To maintain a well-developed knowledge of the appropriate curriculum area including related pedagogy and how to progress learning.
- To demonstrate teaching skills which lead to learners achieving well, relative to their prior attainment and comparing favourably to similar learners nationally.
- To be a role model for teaching and learning within the College.
- To use and adapt a range of teaching, learning and behaviour management strategies in order to personalise learning.
- To plan, prepare and deliver courses and lessons appropriate to the individual needs and abilities of all pupils, demonstrating an ability to be flexible, creative and adept at designing learning sequences that are matched to learning objectives and the needs of individual learners and which integrate recent developments including subject/curriculum knowledge.
- To teach according to their educational needs, all assigned pupils including the setting and marking of work to be carried out by pupils within the College.
- To demonstrate that ongoing planning reflects effective monitoring of the progress of each individual child.
- To demonstrate extensive knowledge and good understanding of the assessment requirements and arrangements for the subject(s) taught including external examinations and qualifications.
- To assess, record and report on the development, progress and attainment of pupils in accordance with College policy.
- To keep appropriate records in accordance with College policy.
- To provide data and information regarding all aspects of the progress of all pupils you are assigned to teach in order to contribute to pupils' regular coaching/mentoring sessions.
- To provide guidance and advice to pupils on educational and social matters and on their further education and future careers and make relevant records and reports.

- To contribute to school and whole College planning activities.
- To play a leading role with the College in monitoring and evaluating teaching and learning including subject delivery, work scrutiny, resource audits and data analysis.
- To set and maintain high standards of behaviour and discipline in order that effective learning can take place, and good relationships can be formed within the College community and to follow the College's procedures where pupils fail to co-operate with our expectations.
- To develop your own subject knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support pupils in achieving high standards.
- To manage classroom resources effectively.
- To work effectively with teachers and support staff.
- To provide professional development including mentoring, coaching, demonstrating effective practice and providing advice and feedback.
- To play a leading and active role in working with colleagues to develop the quality of learning areas of the College.
- To participate in meetings organised through the College for the purpose of raising standards of attainment and achievement including meetings with parents/carers or appropriate bodies.

### **Pupil Welfare and Development**

- To provide high quality support, guidance and advice to pupils on educational and social matters and make records and reports in accordance with College Policy.
- To provide high quality support, guidance and advice to students on their further education and future careers and make records and reports in accordance with College Policy.
- To make records and reports on the personal and social needs of pupils in accordance with College policy.
- To support and advise other colleagues in matters pertaining to the welfare and development of students.
- To communicate and consult with parents in accordance with College policy.
- To provide coach/ mentor support to pupils allocated to you in accordance with College policy.
- To encourage students to develop high quality learning behaviour in order that effective learning can take place and good relationships can be formed within the College community.
- To follow the College's procedures, when pupils fail to co-operate with the expectations of the College.
- To contribute to ensuring the health and safety of all pupils through taking a high-profile role in managing and supervising their safety at all times including coming in to the College and leaving the College, moving between lessons and break times
- To participate in meeting organised through the College for the purpose of pupil welfare and development.
- To participate in meetings with parents/carers or appropriate bodies for the purpose of enhancing pupil support.

### **Specific Leadership Responsibilities**

### General

- Accept joint responsibility with all other leaders for the promotion of high standards from students and staff and the active promotion of the college aims and ethos.
- To raise standards of student attainment and achievement within the curriculum area/s and to monitor and support student progress.
- To have a lead role in shaping the future of the curriculum area/s.
- To be accountable for the leadership, management and development of the curriculum area/s.
- Where necessary, to effectively manage and deploy teaching staff across the curriculum area/s, financial and physical resources within the curriculum area/s to support the effective delivery of the curriculum area/s.
- Lead the implementation of all school and curriculum area/s policies and procedures.
- To lead curriculum area/s Improvement Planning.
- To monitor the implementation of provisions that emanate from changes or developments to agreed policies following discussion with the Deputy Headteacher (curriculum and standards).
- To participate in the induction of new staff in line with college procedures.
- To participate in the statutory processes for the appraisal of all staff.
- To manage the ordering of provisions relevant to the curriculum area/s.
- Communicate to the Deputy Headteacher (curriculum and standards) any developments related to the post held.
- To promote actively the development of effective subject links with external agencies.

### Planning

- To lead the development of appropriate resources, schemes of work, marking policies, assessment and teaching and learning strategies covering the curriculum area/s.
- To formulate aims, objectives and strategic plans for the curriculum area/s which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the college.
- To lead and manage the planning function of the curriculum area/s, and to ensure that the planning activities of the area reflect the needs of students within the subject area/s, raising achievement plan and the aims and objectives of the college.
- To lead the day-to-day management, control and operation of the curriculum area/s provision within the college and the effective deployment of resources.
- In conjunction with the relevant SLT member ensure the development of a curriculum area/s presence on the college learning platform that supports the development of the college digital learning strategy.
- To lead the active tracking and monitoring of student progress along with any subsequent intervention.
- To implement college policies and procedures, e.g. Equal Opportunities, Health and Safety, Anti Bullying etc.
- To ensure that Health and Safety policies and practices, relating to any area of specific leadership responsibility (i.e. curriculum area/s), including Risk Assessments, are in line with national requirements and are updated where necessary, therefore liaising with the School Business Manager.

### Curriculum Development

- To lead the curriculum development of the curriculum area/s for which the postholder is responsible.

- To keep up to date with national developments in teaching practice, methodology and the curriculum area/s in general.
- To liaise with appropriate SLT and Examinations Coordinator to maintain accreditation with the relevant examination and validating bodies associated with any curriculum area/s the postholder had delegated responsibility for.
- Where necessary, to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake appraisal review and where applicable act as reviewer for a group of staff within the curriculum area/s.
- Where necessary, to make appropriate arrangements for classes when staff are absent. Where necessary, liaising with the Cover Supervisor/relevant staff.
- To participate in the college's ITT programme.

#### Quality Assurance

- To lead the effective operation of quality control systems.
- To contribute to the setting of targets within the area and to work towards their achievement.
- To contribute to the college procedures for lesson observation and other self-review activities.
- To lead the monitoring and evaluation of the curriculum area/s in line with agreed college procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

#### Management Information

- To lead the maintenance of accurate and up-to-date information concerning curriculum area/s on the information management system.
- To lead the use of performance data for analysis and evaluation purposes.
- To lead upon appropriate action on issues arising from data, systems and reports.
- To lead the production of reports within the quality assurance cycle for the department.
- To analyse and produce reports on student performance.

#### Communication and Liaison

- To lead effective communication/consultation as appropriate with the parents of students.
- To contribute to the planning and delivery of college liaison activities.
- To lead the development of effective curriculum area/s links with partner schools, and industry partners.

#### School Ethos

- To support the distinctive ethos of the college and to encourage students to follow this example.
- To support and work towards establishing the vision and aims of the college.
- To work with students in a courteous, caring and responsible manner at all times.
- To work co-operatively with, and in support of, all adults in the college.
- To support the college in meeting its legal requirements for worship.
- To adhere to the college's corporate policies.
- Comply with the college's health and safety policy and undertake risk assessments as appropriate.

- To present oneself in an appropriate manner so that it upholds the values of the school.

**Resources**

- To prepare high quality resources appropriate to raising standards.
- To maintain resources in good quality condition.
- To identify resources appropriate to the various learning needs of pupils and advise colleagues as appropriate.
- To support colleagues in selecting and developing appropriate resources.

**Professional Development**

- To participate in the College's Appraisal and Performance Management.
- To participate in training identified to enhance your development as a teacher at Sedgefield Community College.
- To take responsibility for your on-going development in your role as a teacher at Sedgefield Community College.
- To play a leading and active role in contributing to CPD for colleagues at the College.

**Other Duties**

- To carry out any other duties in accordance with the expectations of a third level teacher at the reasonable request of The Headteacher of Sedgefield Community College.

**Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

**Safeguarding**

- Be aware and familiar with College policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with College policies and Keeping Children Safe in Education 2021 where required.