



Bishops' Blue Coat CofE High School

JOB SPECIFICATION – Subject Leader MFL.

Post Title:	Timetable implementation; pathways, modelling and assignment
Purpose:	<ul style="list-style-type: none"> To fulfil the requirements of the Teachers Standards Direct and oversee a coherent and progressive MFL education programme for all pupils from Year 7 to 6th Form To ensuring the highest standards of teaching and learning are achieved Communicate a passion for learning, with a flexible and imaginative approach to teaching and the management of people and processes
Reporting to:	Line Manager
Responsible for:	The leadership of MFL
Liaising with:	Subject/Pastoral Leaders and department colleagues
Working Time:	195 days per year. Full time
Salary/Grade:	MPS + TLR 2b
Operational/ Strategic lead	<ul style="list-style-type: none"> Plan, resource and deliver high quality lessons to pupils from Year 7 to 6th Form To assess, record and report on the development and attainment of pupils To devise strategies to enhance assessment of, and for learning To manage the departmental budget To communicate with parents on all issues related to MFL education To implement School Policies and Procedures, such as, Equal Opportunities, Health + Safety, DDP, Appraisal (staff handbook).
Teaching and Learning	<ul style="list-style-type: none"> To plan the curriculum and interpret data to drive lesson planning and pupil attainment To think strategically about classroom practice and tailoring lessons to students' needs To maintain effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards To reflect on lessons and continually improve their own practice
Development:	<ul style="list-style-type: none"> To liaise with the Line Manager to exhibit the communication, planning and organisational skills required to realise the Dept Development Plan. To demonstrates resilience, motivation and commitment to driving up standards of achievement

Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To make appropriate arrangements for regular and on-going professional development and training to establish outstanding classroom practice • To act as a role model to staff and students
Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of teaching and learning within the department. • To set targets in line with whole school systems • To contribute to the school procedures for learning walks and observation • To implement School quality procedures
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information on the management information systems. • To produce appropriate schemes of work and policies to develop a range of appropriate and varied teaching styles. • In conjunction with the relevant member of SLT and Pastoral colleagues, to produce reports and examination analyses
Communications:	<ul style="list-style-type: none"> • To liaise with Subject Leaders, Examination Boards, Awarding Bodies and other relevant external bodies. • To represent the agreed curriculum and the Curriculum Policy in communications with stakeholders.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and social media. • To lead the development of effective subject and community links, attendance where necessary at liaison events and the effective promotion of subjects at Open Days/Evenings. • To actively promote the development of Languages.
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the guidelines and procedures laid down.
Pastoral System:	<ul style="list-style-type: none"> • To liaise with colleagues and support the overall progress and development of students within the Curriculum. • To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. • To contribute to PSHCE, according to School policy. • To ensure Safeguarding training is up to date and that safe practices are followed within the department.
Teaching:	<ul style="list-style-type: none"> • To undertake a programme of teaching in accordance with the duties of a standard scale teacher as laid out in the Teachers Standards. The allocation of teaching and specific responsibilities will be reviewed as part of the annual appraisal cycle.
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos, ensuring individual consistency with the culture, ethos and policies of the Trust.