

Job Description: Assistant Faculty Leader (Modern Foreign Languages)

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Salary: MPS/UPS + £ TLR2b

If you do not wish to be considered for the leadership post, write your covering letter accordingly. Otherwise, we expect you to include a letter which outlines your experience and readiness for the post of Assistant Faculty Leader Modern Foreign Languages.

Job Purpose:

The post holder will support the work of the Faculty Leader to ensure that there is consistency of teaching, continuity in context and skills, and high standards within the faculty.

The postholder will have subject specific and identified levels of responsibilities commensurate with the level of this post, within the six generic areas of job definitions for holders of TLR allowances.

These generic areas are:

Teaching and Learning

Performance Management

Contribution to school development

Personnel

Student outcomes

Resources

Duties and Responsibilities:

These will be in the specific subject area in support of the Faculty Leader responsibilities for the faculty.

Teaching and Learning

- Act as a role model and lead professional for members of the team
- Manage and conduct appropriate monitoring and evaluation procedures, including lesson observations, to ensure high standards of teaching and learning
- Maintain a positive climate for learning based on high expectations of students and their potential
- Take appropriate steps to support staff in developing their teaching practice including the organisation and delivery of appropriate training, advice and coaching activities
- Use and apply data effectively to ensure students progress is monitored against targets and prompt action is taken to address any concerns
- Ensure that marking and assessment procedures are followed consistently by all members of the team, in line with school and department policy, including the application of Assessment for Learning processes and techniques
- Plan and review schemes of work which incorporate all statutory requirements and which demonstrate the use of appropriate and varied teaching and learning strategies
- Ensure that the needs of all students are known and met effectively, including students with learning and behavioural needs, using appropriate strategies and support mechanisms to achieve this
- Develop opportunities for enhancing the curriculum experience for students including the provision of booster classes and other extension activities
- Monitor and review the range of curriculum options and opportunities offered to students and advise on and manage the introduction of new provision where appropriate

Performance Management

- Take responsibility as Team Leader for an agreed number of staff
- Meet regularly with staff to monitor progress towards objectives
- Carry out lesson observations as required as part of the monitoring arrangements

- Conduct an annual review of performance against agreed objectives and provide written reports to the Head Teacher on progress

Contribution to school development

- Contribute to the development of school policy through participation in appropriate meeting groups, committees and working parties
- Liaise as appropriate with external agencies
- Support the school ethos and policies in relation to students, parents, the local community and other external groups
- Provide reports as appropriate for Governors (Local Council) on activities and progress within the area of responsibility

Personnel

- Participate in and advise on the appointment and selection of new staff
- Provide support, guidance and leadership to all members of the team
- Clearly articulate and promote a shared understanding of and commitment to the vision for the school and its development at both team and whole school level
- Delegate tasks appropriately within the team
- Chair team meetings
- Mentor and support new staff
- Provide advice to the Headteacher as required on matters including threshold and upper pay spine progression for members of the team
- Prepare confidential references for members of the team as required

Student outcomes

- Be accountable for the performance of students against targets in the appropriate curriculum area(s)
- Prepare reports as required analysing student progress and performance in the designated area

Resources

- Establish and maintain a safe, healthy and attractive environment for learning
- Manage budgets allocated to the area of responsibility, following all school procedures
- Deploy staffing and physical resources effectively to support the delivery of high quality teaching and learning
- Ensure all relevant Health and Safety requirements are complied with, bringing concerns to the attention of the relevant staff promptly

