



Bartley Green School

NATIONAL TEACHING SCHOOL

JOB DESCRIPTION

Post Title:	Second in MFL
Post Holder:	
Purpose:	<ul style="list-style-type: none">• To support the Head of Department and to deputise when and where appropriate.• To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.• To develop and enhance the teaching practice of others.• To monitor and support the overall progress and development of pupils as a manager within the curriculum area and as a Form Tutor.
Reporting to:	Head of Department/Relevant Manager
Responsible for:	The provision of a full learning experience and support for pupils
Liaising with:	Head/Deputies Teaching, relevant non teaching support staff, LA representatives external agencies and parents
Working Time:	195 days per year. Full time
Salary/Grade:	MPS/UPS plus TLR2b
Disclosure level	Enhanced

Operational/ Strategic Planning	<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area. • The day-to-day management, control and operation of one curriculum area provision within the department. • To assist in monitoring and following up pupil progress. • To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. • To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of pupils and to the aims and objectives of the school. • To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the pupils and the aims and objectives of the school. • To support the relevant manager in the application of ICT in the Curriculum area.
Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
Curriculum Development:	<ul style="list-style-type: none"> • To support curriculum development within the whole department with particular emphasis on the relevant curriculum area. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Head of Department to maintain accreditation with the relevant examination and validating bodies.
Staffing Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To work with the Head of Department and Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To contribute to the Appraisal process and to act as reviewer if required for a group of staff within the designated department. • To promote teamwork and to motivate staff to ensure effective working relations. • To ensure the effective efficient deployment of classroom support. • To participate in the school's ITT programme.

Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To assist in the process of the setting of targets within the department and to work towards their achievement. • To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department. • To contribute to the school procedures for lesson observation. • To implement school quality procedures and to ensure adherence to those within the department. • To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required within the relevant curriculum area.
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system. • To assist in the use of analysis and evaluation of performance data. • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the identification of exam entries within the department.
Communications:	<ul style="list-style-type: none"> • To help ensure that all members of the department /curriculum area are familiar with its aims and objectives. • To ensure effective communication as appropriate with the parents of pupils. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the development off effective subject links with partner schools and the community, and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.. • To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To assist the Head of Department to identify resource needs and to contribute to the efficient /effective use of physical resources • To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the pupils.
Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of pupils within the curriculum area • To help to monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. • To contribute to PSHE, citizenship and enterprise according to the school policy. • To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place.

<p>Teaching:</p>	<ul style="list-style-type: none"> • To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils. • To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of pupils as appropriate. • To undertake a designated programme of teaching. • To ensure a high quality learning experience for pupils which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to pupils' needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.
<p>Other Specific Duties</p>	<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 and to encourage staff and pupils to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCD not mentioned in the above. • To understand and act in accordance with the school's equal opportunities policies. • To engage actively in the appraisal process.

<p>Additional Responsibilities</p>	<p>Duties to include</p> <ul style="list-style-type: none"> • To support the Curriculum Leader and to deputise when and where appropriate. • To lead and manage the development of the specific key stage syllabuses , resources, schemes of work, marking policies, assessment and teaching strategies, pupil voice and work scrutinies <p>To include:</p> <ul style="list-style-type: none"> • Monitoring and standardisation of assessments. <p>MFL focus</p> <ul style="list-style-type: none"> • To lead and develop MFL across the curriculum supporting Ebacc across the KS4 curriculum. • Liaison with curriculum leader to widen participation at KS4. • To lead and develop the teaching of key language skills across the KS3 and KS4 curriculum. • Lead and monitor progress for FSM6 pupils in MFL across all years to include <ul style="list-style-type: none"> - Analysis of assessments and whole school examinations - Departmental moderation - Implementation of intervention for vulnerable pupils
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with a disability or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Job Description issued by
after consultation

(Signature of Headteacher)

Copy received by

(Signature of Employee)

Date
