Queen Elizabeth's Girls' School

Job Title: Second i/c Curriculum Area - Modern Foreign Languages
TLR 2b

1. Responsible to: The Headteacher
   Assistant Head with responsibility for your subject area
   Subject Leader – Modern Foreign Languages

2. Responsible for: The pupils in your charge
   Subject staff in your department, including FLAs

3. Liaising with: Pupils and parents
   The Leadership Team
   Curriculum Leader
   Pupil Progress Leaders
   Other teaching/non-teaching staff

4. Important external relationships:
   - LA staff and in particular the school's Link Inspector,
   - The appropriate subject inspectors and advisory staff
   - Staff in all phases of local schools and other relevant educational establishments
   - Subject-specific organisations

Main focus of the role
To support the Head of Department in the following areas, taking the lead as agreed:

- To be responsible for leading, managing and developing designated aspects of French
- Help to raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress
- Help to monitor student progress and development within French
- Help to develop and enhance the teaching practice of others
- Support the Head of MFL ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with the aims of the school and curricular policies determined by the Governing Body and Headteacher
- Deputise for the Head of MFL as required

Employment Duties

This job description is to be performed in accordance with the attached provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document.

Main responsibilities of the job

Curriculum:

- Implement the National Curriculum
- Contribute to discussion about priorities
- Assist in the review, construction and resourcing of the curriculum taking the lead in this for teaching*

- Help to draw up departmental homework and coursework policies within the school guidelines
- Help to evaluate schemes of work to ensure that they focus on consistent and effective teaching and learning
- Help to analyse and interpret data on pupils' attainment in the subject
- Help to agree targets for raising attainment within the context of whole-school targets

Staff:

- Help to review with teachers their assessments of progress for classes, identified groups and individuals
- Review teachers' planning
- Observe teaching and feed back to colleagues
- Help to facilitate improvement in teaching
- Monitor and advise on quality of teachers' assessment for learning
- Help to identify and provide for staff training and development needs
- Undertake designated Performance Management Reviews and help staff within the department to set development targets and to achieve them
- Help to promote teamwork and motivate staff, including FLAs, to ensure effective working relations
- Participate in the interview process for teaching posts when required and help to provide effective induction for new staff (including FLAs and NQTs) in line with school procedures

Pupils:
With particular reference to French

- Sample pupils' work
- Discuss work, progress and attitudes with samples of pupils
- With the department, look at ways of improving pupil achievement
- Help to identify pupils' underachievement and implement strategies to remedy this
- Celebrate and reward pupil achievement within the department
- Provide pupils with subject-specific advice on subject choices and Higher Education entry when appropriate
- Assist in the implementation of behaviour management strategies within the department

Resources:
With particular reference to French

- Keep abreast of developments in resources, including textbook and ICT resources
- Help to audit departmental resources once a year and ensure the inventory is available to members of the department
- Help to monitor the condition of, the access to and the secure storage of all departmental resources

Other Responsibilities:

- Lead particular department initiatives e.g. European Day of Languages, trips in particular the Y7 day trip to Boulogne
- Help to maintain a safe, high quality teaching and learning environment in the subject area
- Help to formulate the department development plan in consultation with the Head of department and with reference to the School Development Plan
- Liaise with other middle leaders and teachers to share and collaborate in approaches that will support success in your own area for pupils
- Encourage departmental involvement in ongoing school initiatives
- Contribute to the formulation, and co-operate in the implementation of school policies
- Ensure the implementation of school and departmental policies within the department
- Undertake other duties as may reasonably be expected

- In addition to carrying out the responsibilities and duties of a classroom teacher (Main Pay Scale) when undertaking the teaching of pupils