

**JOB DESCRIPTION**

**Job Title:**  **Curriculum Lead MFL**

**Salary:** MPS/UPS + TLR 2a

**Hours of work:** Full-Time

**Departments:** MFL

**Location:**  Hanson School

**Responsible** **to:**  Director of English and Communication

**Responsible for:**  The effective delivery of MFL

**Job Purpose**

* To manage all aspects of the teaching and learning in MFL (French and Spanish).
* To lead in raising standards of student attainment and achievement within MFL (French and Spanish) and to effectively monitor and support student progress.
* To be accountable for student progress and development within MFL (French and Spanish).
* To lead, manage and develop MFL (French and Spanish) provision.
* To effectively manage and deploy teaching staff (including setting cover work) and resources within MFL (French and Spanish).
* To support the engagement of students both in lessons and through extra curricular and enrichment opportunities.
* To offer support to the learning and pastoral needs of individual students through the school's pastoral policy and the school's aims and values.
* To support the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying MFL (French and Spanish) in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head teacher of the school.

All teachers appointed to Hanson are expected to contribute fully to the co-curricular and pastoral life of the School.  As a member of the Leadership Team you may be asked to support additional extra curricular activities outside of school hours and you may choose to support weekend activities. In addition to the core job purpose and main duties and responsibilities of a teacher, as outlined in the attached job description, the Curriculum Lead will:

* Contribute to whole School policy-making and strategic planning as required by the Head.
* Prepare, monitor and update subject plans in consultation with colleagues.
* Take the lead in ensuring that school policies and strategies are embedded in schemes of work and team plans to support the schools improvement.

**Main Duties and Responsibilities:**

**Leadership & Management of others** 

* To support Teachers of MFL in appropriate ways to line manage MFL (French and Spanish).
* Support management of day to day requirements such as examination entry and team timetables, delegating as appropriate, to ensure the efficiency of the team.
* Lead in meetings to ensure that they are used effectively to review performance, progress, monitor actions, implement strategies and provide professional development opportunities.
* Ensure that members of the team meet regularly to moderate assessments in order to enhance their knowledge and understanding of assessment criteria.
* Ensure that all members of the team regularly record students’ progress and track progress towards end of year targets and input data in a timely fashion.
* Ensure that formal assessments are undertaken in accordance with the school’s policy and recorded appropriately.
* Ensure that members of the team provide progress information to year teams in advance of termly progress reviews.

**Leadership and Management of Teaching and Learning** 

* Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond Hanson.
* Exemplify in own practice the outstanding skills of teaching and learning typified by lead professionals and ensure that good practice is shared throughout the team.
* Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning and where appropriate delegate tasks to other members of the team.
* Ensure that marking, feedback and assessment is completed regularly and in accordance with the schools policy to impact positively on student progress.
* Monitor students’ work and the classroom practice of those in the team to ensure high standards are maintained.
* Keep up to date with developments in subject areas and education in general to ensure that best practice is adopted within the team in liaison with Director of English and Communication.
* Ensure the team’s delivery and development of the teaching is effective in meeting the needs of all students in liaison with Director of English and Communication.
* Ensure that where appropriate lessons contribute to students’ spiritual, moral, social and cultural development.
* Ensure that policies, syllabuses and schemes of work are fit for purpose and meet the requirements of external examinations in liaison with Director of English and Communication.
* Contribute to the broader life of the school by planning, supporting and leading curricular and co-curricular events, such as concerts, plays or activities.
* Complete regular appraisals of staff and support their professional development in accordance with school policy (as required).

**Leadership and Management of teaching support staff and teachers who support SEN and EAL**

* Liaise with the Senco and the ARC leaders to discuss strategies and the progress of targeted students.
* Ensure the correct provision and intervention is being made for underachieving students who have been identified in the most recent round of progress reviews.
* Contribute to the monitoring of teaching support as required by the Director of English and Communication.
* Complete regular appraisals of staff within the department (where appropriate) and support their professional development in accordance with school policy.

**Leadership and Management of Students’ Attainment and Progress** 

**Work with the Director of English and Communication to ensure that teachers’ use assessment for learning effectively so that:**

* Ensure lessons are pitched appropriately and the planning indicates that the activities provided for students are differentiated appropriately so that all students make progress in lessons.
* All students are set end of year targets and incremental targets for each term to help them make good progress.
* Ensure Students are given the opportunity to assess their own progress against their targets.
* Teachers’ feedback and marking refer to targets and indicate what students need to do to improve their work. Regular tracking should inform planning and feedback should be personalised.

**Co-curricular activities** 

* Contribute to a wide variety of clubs for pupils which could take place before, during and after school and, as required, at weekends and during holidays.
* Coordinate and promote extra curricular activities within MFL (French and Spanish).
* Actively promote interest in the subjects outside the immediate physical and timetabled confines of the college through organising educational visits and field trips.
* Maintain strong and mutually beneficial links with other schools.
* Ensure the health & safety and good behaviour of pupils at all times.

**Reporting and Documentation**

* Support preparation of reports (as required) for inspections, Governors meetings, SLT meetings and Departmental reviews.
* Contribute to curriculum departmental plans/SEF in consultation with Director of English and Communication (as required).
* Contribute appropriately to curricular and co-curricular reports for pupils.
* Assign attainment grades, and write bespoke comments where appropriate.
* Ensure regular development of schemes of work in liaison with Director of English and Communication.

**Marketing and external links, including public occasions:** 

* Actively promote the team within the school community to encourage students’ interest in the subject area.
* Contribute to the positive promotion and marketing of the school.
* Ensure that you lead the team’s contribution to marketing events, recruitment and external links.

**Management of resources:** 

* Support monitoring of the team’s allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
* Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

**Training & Development of self and others:** 

* As a professional ensure you set personal targets for yourself and others and take responsibility for own continuous professional development.
* Be proactive in identifying training needs within the team, ensuring that they are appropriately met, and that all members of the team are active in their own personal and continuous professional development.

***Hanson School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.***

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and/or line managers.  This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.