

# Job Description

## Director of Learning MFL/B&E

<b>Responsible to:</b>	SLT Link
<b>Job purpose:</b>	<p>This is a middle leadership post within the Academy's structure.</p> <p>In addition to those professional responsibilities which are common to all classroom teachers in the Academy, (see attached job description) the post holder's key accountability will be to assist in raising standards of teaching, learning and attainment for all students.</p>
<b>Arrangement</b>	32.5 hours per week – Whole Time

### Duties and Responsibilities

This role has a particular emphasis on curriculum developments and teaching and learning and it is expected that the post-holder will work with other faculty leaders in driving these developments across the Academy. This covers 12 % of weekly curriculum time in the first two phases of learning and 4% in the third phase for those who continue to study these areas. The post-holder has a significant strategic role in developments across the Academy.

### Professional responsibilities:

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

#### 1. To ensure high standards of teaching and learning through:

- Being a positive role model for other staff and students
- Being up to date with and basing teaching methodology on appropriate and effective pedagogy
- Effective monitoring and evaluation of teaching and learning in MFL/business, including self evaluation, through scrutiny of lesson planning, scrutiny of student work, lesson observations, discussions with staff and students
- Creating the right ambience in the faculty to establish a positive and effective climate for learning
- Having high expectations of staff and students
- Analysing data effectively to identify strengths and weaknesses at Faculty and individual staff/student level and taking appropriate action
- Ensuring all assessment and marking within the Faculty is in accordance with Academy and Faculty, policy and leads to personalisation of the educational experience for students
- Ensuring annual reports to parents are produced to a high standard and in accordance with Academy policy
- Ensuring short, medium and long term planning is of a high standard and contains the appropriate depth and detail as identified in the Academy Policy for Learning
- A positive contribution to the development of curriculum content and organisation across the Academy in all phases of learning and in partnership with the other Directors of Learning and SLT
- Ensuring that the Academy Specialisms of Business and Enterprise and Engineering are an integral part of the ethos and curriculum within MFL/business.
- Ensuring the provision in MFL/business meets the needs of all students, including those in vulnerable groups, students with AEN, G&T students and effectively managing those students exhibiting challenging behaviour to ensure it does not impact on their learning or the learning of others
- Co-ordinating and organising appropriate activities to enhance the learning of students in MFL/business including; booster classes, study support opportunities, educational visits, use of the Library, Learning Resource Centre, etc

#### 2. To effectively implement the Academy performance management system through line management of 3 team members to include:

- Setting challenging objectives in line with the Academy Performance Management Policy
- Taking into account the totality of staff performance when evaluating progress and effectiveness of their work
- Supporting and directing professional development to reflect school, Faculty and individual needs and aspirations
- Supporting staff to improve their performance through the Academy capability policy

**3. To develop your own, and faculty, knowledge, skills and expertise through:**

- The use of comparative data to evaluate Faculty performance on a Academy, local and national level
- Ensuring an up to date knowledge of; subject area, national policy and developments, pedagogy, classroom management, findings from research and inspections. Applying that knowledge to improve the quality of Teaching and Learning in MFL/business.
- Complying with statutory requirements in MFL/business and across the Academy
- Ensuring the appropriate inclusion of ICT in the MFL/business scheme of work ; ensuring the appropriate delivery by staff; facilitating staff training and support as required
- A commitment to your own personal and professional development to enable you to operate effectively in the role of Director of Learning in MFL/business
- Production, monitoring and evaluation of the Faculty improvement plan and SEF

**4. To support and contribute to whole Academy developments through:**

- An enthusiastic contribution to the development and implementation of Academy policies
- A commitment to planning and implementing strategies in line with the Academy policy and practice for the developments in literacy
- Liaison with external agencies as required
- Representing the views, interests and concerns of the team
- Supporting the ethos of the Academy and implementation of policies in all aspects of the role
- Taking responsibility for the strategic direction and development of MFL/business in Freebrough
- Reporting to Governors and the Academy Trust as and when required
- Developing effective and positive relationships with parents by keeping parents up to date with developments in MFL/business. Liaising with parents to discuss concerns and feedback positive aspects of students' work
- Contribution to relevant sections of the Academy Improvement Plan and SEF

**5. To take responsibility for personnel matters that ensures the smooth running of the MFL/business faculty, to include:**

- Participation in the selection of new staff in the MFL/business faculty to include; writing job descriptions/person specification and adverts, short listing and interviewing for posts
- Delegating areas of work within the Faculty as appropriate
- Ensuring communication is effective and positive within the MFL/business faculty
- The effective organisation of work, people and resources within the faculty to ensure the efficient and smooth running of the Faculty
- The organisation and management of the work of the team to support the development of a common purpose and shared vision for MFL/business; ensuring the contribution and commitment of the team to move the Faculty forward
- Supporting, motivating and providing guidance for the team in their individual and collective roles
- Effectively chairing Faculty meetings
- Coaching team members in their role to improve their effectiveness and contribution
- Mentoring staff and students to guide and support them to achieve their potential
- Providing appropriate support to staff in various stages of their professional development to include ; threshold, UPS, induction and ITT by providing appropriate references and supporting staff to gain promotion
- Conducting back to work interviews with those staff who return to work following an absence to due ill health

**6. To be accountable for student achievement through the appropriate leadership and direction of the MFL/business dept to include:**

- Setting and achieving challenging and ambitious targets to support students to make 3 levels progress between KS2-KS4
- Setting and achieving challenging and ambitious targets for student achievement at KS4 through GCSE and other examinations and accreditation
- Undertaking the role of Assertive Mentor, as required, in accordance with Academy policy and procedure

**7. To effectively manage and organise the resources within the MFL/business dept to include:**

- The assessment and control of any risks within the Faculty area
- The development and maintenance of a positive learning environment that supports effective learning in all year groups
- The effective deployment of staff in collaboration with staff responsible for curriculum/timetable
- The demonstration of value for money through effective use of and maximum benefit from allocated funding
- The identification of issues in MFL/business related to health and safety and reporting of those issues to the appropriate personnel

## **8. Budget accountability**

The post holder will be responsible for the MFL/business Faculty budget.

### **Success Criteria**

- The Academy annual target for attainment at GCSE in MFL/business is achieved.
- Percentage of students making progress in MFL/business against baselines and targets set.
- Appropriate priorities identified for improvements in the faculty as a result of rigorous and effective self-evaluation. Priorities effectively identified in the Faculty Improvement Plan.
- MFL/business Improvement Plan written and evaluated on an annual basis.
- Successful implementation of objectives related to MFL/business identified in the Academy Development Plan.
- Annual increase in satisfaction ratings on Teaching and Learning surveys as relevant.

**In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.**

**Any other reasonable duties which may be required by the Principal**

**Job descriptions are subject to annual review**