



Job Description – Subject Leader for Modern Foreign Languages

Purpose:	<p>Factors (see below) a,b,c a,c</p> <p>b, c</p> <p>b b, c</p>	<ul style="list-style-type: none"> To provide strategic and subject leadership for Modern Foreign Languages. To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. To provide high-quality leadership and management of the Modern Foreign Languages Subject Area. Provide personal support to teachers and support staff in Modern Foreign Languages. To develop and enhance the teaching practice of others. To monitor and support the overall progress and development of students as a manager within the subject area and as a Tutor.
Reporting to:		Leadership Team Line-manager
Responsible for:		The provision of a full learning experience and support for staff and students
Liaising with:		Deputy Headteacher (Teaching and Learning), teaching staff, relevant support staff, LEA representatives, external agencies and parents
Working time:		195 days per year. Full time
Salary/grade:		TLR 2b
MAIN (CORE) DUTIES		
Operational/ Strategic Planning	<p>b</p> <p>b</p> <p>a c c</p> <p>c</p> <p>a</p>	<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within Modern Foreign Languages. The day-to-day management, control and operation of Modern Foreign Languages provision. To monitor and follow up student progress. To implement School Policies and Procedures. To lead colleagues in formulating aims and objectives for the subject area which have coherence and relevance to the needs of students and to the aims and objectives of the school. To manage the planning function of the subject area, and to ensure that the planning activities of Modern Foreign Languages reflects the needs of the students and the aims and objectives of the school. To support the relevant manager in the application of ICT, the support of Gifted & Talented students and L.S. in Modern Foreign Languages.

Curriculum Provision:	c	<ul style="list-style-type: none"> To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's priorities.
Curriculum Development:	c c c c	<ul style="list-style-type: none"> To ensure curriculum development which promotes high quality teaching and learning within Modern Foreign Languages. To keep up to date with national developments in Modern Foreign Languages and teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels, and in particular Assessment for Learning. To maintain accreditation with the relevant examination and validating bodies.
Staffing Staff Development: Recruitment/ Deployment of Staff	b c b b	<ul style="list-style-type: none"> To work with Leadership Team line-manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. To carry out performance reviews and to act as a team leader for staff within Modern Foreign Languages. To promote teamwork and to motivate staff to ensure effective working relations. To ensure the effective efficient deployment of classroom support.
Quality Assurance:	c c a, b b, c b, c a, b, c	<ul style="list-style-type: none"> To ensure the effective operation of quality self-evaluation. To set targets within the subject area and to lead the Modern Foreign Languages team in working towards their achievement. To establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles within Modern Foreign Languages. To contribute to the school procedures for lesson observation. To implement school quality procedures and to ensure adherence to those within the subject area. To seek/implement modification and improvement where required within the relevant subject area.
Management Information:	c a, c c c	<ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date Modern Foreign Languages performance data. To analyse, evaluate and report on performance data. To produce and quality control reports within the reporting cycle. To manage exam entries within Modern Foreign Languages.
Communications:	b c c	<ul style="list-style-type: none"> To ensure that all members of the subject area are familiar with its aims and objectives. To ensure effective communication/ as appropriate with the parents of students. To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

Marketing and Liaison:	c c c	<ul style="list-style-type: none"> To contribute to the school liaison and marketing activities, eg, the collection of material for press releases. To contribute to the development of effective subject links with partner schools and the community. Attend liaison events in partner schools and promote Modern Foreign Languages 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:	c a, c	<ul style="list-style-type: none"> To identify resource needs and ensure the efficient /effective use of physical resources To co-operate with other subject areas to ensure sharing and effective usage of resources to the benefit of the school and the students.
Pastoral System:	a, c a, c a, c a,c	<ul style="list-style-type: none"> To monitor and support the overall progress and development of students within the subject area To monitor student attendance together with students' 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 contribute to PSHE, Modern Foreign Languages and enterprise according to the school policy. To assist in the implementation of the Behaviour Management system in Modern Foreign Languages so that effective learning can take place.
Teaching:		<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Safeguarding:		<ul style="list-style-type: none"> To be responsible for promoting and safeguarding the welfare of all children and young persons the postholder is responsible for and comes into contact with.
Additional Duties:	a, c	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and students to follow this example.

Other Specific Duties:

- To update job descriptions.
- To ensure equality of access and opportunity within the subject area taking special account of special needs.
- To continue linking with outside agencies and industries.
- To organise outside liaison with our feeder schools.
- Contribute to the assembly programme.
- To contribute significantly to the Prevent Duty of the school.
- To ensure that once per term you meet with a focus group of students to seek their opinions on an aspect of teaching and learning.

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 line leader to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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.

Date: May 2022

TLR Factors

- a) Impact on educational progress beyond the teacher's assigned pupils
- b) Leading, developing and enhancing the teaching practice of others
- c) Having accountability for leading, managing and developing a subject or curriculum area or pupil development across the board
- d) Having line mana