



HORSFORTH SCHOOL

Job Title: Curriculum Leader of Modern Foreign Languages

Responsible to: Deputy Headteacher

Pay Band: TLR 1a

The Curriculum Leader's role is a vital one in Horsforth School. Curriculum Leaders provide the professional leadership and management for a curriculum area in order to secure high quality teaching and learning, development of the curriculum, effective use of resources and rapid and sustained progress for all students. The Modern Foreign Language Department delivers French, Spanish and Mandarin to students and 85% of students take a Modern Foreign Language at GCSE.

Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the current Statement and Conditions of Employment for Teachers.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the postholder.

School Context: Curriculum Leader of MFL must be aware of, work within and support:

- The school's aims, priorities and targets.
- The current professional standards for teachers.
- The main strategies for improving learning and achievement for all students.
- The school's current QA, monitoring and accountability systems.
- The implications of the code of practice for students with SEND.
- National statutory curriculum, assessment and reporting requirements.
- Any statutory curriculum requirements and the requirements for assessment, recording and reporting of students' attainment and progress.

Core areas of responsibility:

- To lead pedagogy and support the colleagues in developing their practice through the use of department meetings and training days.

- Ensure the curriculum area supports, SMSC, emotional and physical well-being, healthy lifestyles, e-learning, work-related learning and the development of employability skills.
- To lead the development, delivery and assessment of all MFL courses.
- To be responsible for student progress in the MFL curriculum area.
- Lead a rich and inclusive extra-curricular programme.
- To liaise with parents for the purpose of interventions and complaints procedures.
- To lead in behaviour management across the department.
- To lead progress review in MFL
- To line manage members of the MFL department and complete an annual appraisal.

Improving the quality of teaching and learning

The postholder will:

- Be responsible for the overall quality of teaching and learning.
- Create a positive learning climate
- Ensure colleagues use and share best pedagogical practice and actively engage with whole-school developments, thereby developing their own practice.
- Ensure colleagues assess student performance, accurately judge progress against targets, set SMART improvement targets and use this data to inform their work with students.
- Ensure cross curricular collaboration to support progress and develop pedagogy.
- Promote students' self-confidence and learner independence.
- Promote literacy, numeracy, tolerance and mutual-respect.
- Ensure the promotion of Fundamental British Values in MFL and wider curriculum.
- Participate in and lead school CPD as appropriate.
- Oversee the development of schemes of work on an annual basis.

Improving student behaviour, enjoyment, participation and safety

The postholder will:

- Help colleagues build constructive, respectful relationships with all students.
- Support and promote the school's inclusion principles and processes.
- Use student voice to inform curriculum developments and classroom practice.
- Ensure departmental accommodation is welcoming and stimulates learning.
- Take overall responsibility for student discipline.
- Support colleagues to use school and departmental reward and sanction systems (including PB and Standards for Learning), consistently and professionally.
- Support our partnership with parents/carers, involving them in their child's learning.
- Communicate effectively and promptly with parents/carers.
- Ensure that there is a safe learning environment in which risks are properly assessed.
- Work with the SENDCo and team to ensure inclusive participation in all curricular and extra-curricular provision as appropriate and reasonable.

Effective leadership and management

The postholder will:

- Act as a positive professional role model.
- Demonstrate a commitment to high achievement for all.
- Lead the team, developing performance and collegiality.
- Promote a culture where colleagues are supported yet accountable for their performance.
- Set challenging targets for students and colleagues, supporting all to achieve them.
- Motivate your colleagues and promote enthusiasm.
- Celebrate the success of students and colleagues in your area.
- Create regular opportunities for discussion and debate within your team.
- Devolve responsibilities appropriately, recognising the strengths of your colleagues.
- Frequently conduct lesson observations and other QA processes to review the effects of your provision on student learning, progress and enjoyment.
- Frequently discuss student progress, staff performance, QA evidence, current issues and future planning with your designated Leadership Link.
- Support whole school, progress improvement strategies.
- Produce Improvement Plans, and other analytical documents in line with current school requirements.
- Measure the impact of plans and initiatives in place, reporting the impact to the department Leadership Link.
- Ensure the Leadership Link meeting is fully informed with the most current progress, attainment, quality assurance and behaviour data.
- Prepare for Standards Reviews, Ofsted Inspections, Link Meetings and other accountability processes using current school systems, guided by your Leadership Link.
- Lead formal performance management processes for your team.
- Ensure examination, assessment, data recording and other administrative procedures are completed accurately and promptly.
- Ensure resource management and staffing procedures are followed accurately and promptly.
- Liaise with the Exam Officer regarding the organisation of all internal and external assessment.
- Keep abreast of new curriculum, pedagogical, assessment and organisational reform / research.
- Be aware of KS2 skill development and curriculum content.

Additional duties may be added to this job description dependant on the skills of the successful candidate. It is desirable that the successful candidate can deliver French to KS5.