



## **Job Description: Subject Leader of MFL**

**Reports to:** Assistant Principal  
**Start date:** 01 April 2021  
**Contract:** Permanent  
**Salary:** AM1-AM6 and TLR2C

This is a fantastic opportunity for an aspiring leader to develop their career with the support of the Assistant Principal at Ark Globe Academy.

### **The Role**

- To manage and ensure high attainment in MFL across the Academy
- To develop and lead an exciting curriculum which enables the highest level of student progress and attainment

### **Key Responsibilities**

- Subject coordination across the Academy
- Ensure high quality teaching and learning of their subject across the Academy
- Curriculum setting and assessment across the Academy as agreed with the Assistant Principal and other relevant members of the Strategic Leadership Team
- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
- Use well-selected and safe practical work to help students understand the key concepts of MFL
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families to promote progress and secure strong outcomes
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both Academy and Ark network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the Ark network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

### **Outcomes and Activities**

- To ensure that systems are in place that enable all lessons in their subject area are good or better.
- Developing others' practice to sustain best possible outcomes for students

### **Teaching and Learning**

- Work with the Assistant Principal to establish a subject development plan, target setting and review
- Teach outstanding lessons that motivate, inspire and improve pupil attainment
- Implement and adhere to the academy's behaviour management policy, ensuring the health and well-being of pupils is maintained at all times
- Participate in preparing students for external examinations
- Maintain regular and productive communication with pupils, parents and careers, to report on progress, sanctions and rewards and all other communications
- Keep abreast of any developments within their subject area



### **Curriculum Setting and Assessment**

- Develop high quality syllabuses and schemes of learning for all students that are inspiring for learners and teachers alike
- Work with the Assistant Principal to monitor and assess teaching and learning within the subject
- Set regular, measurable and significant assessments for the students
- Establish agreement for monitoring and evaluation of student progress
- Maintain accurate student data that can be used to make teaching more effective
- To produce/contribute to oral and written assessments, reports and references relating to individual and groups of students.
- To ensure the regular setting and completion of high-quality home learning activities

### **Academy Culture**

- Support the Academy's culture, values and ethos by contributing to the development and implementation of policies practices and procedures
- Help create a strong Academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required

### **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Executive Principal and ALT members
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training

### **Role review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Executive Principal's approval.



## **Person Specification: Subject Leader of MFL**

### **Qualification Criteria**

- Qualified to degree level and above
- Qualified to teach and work in the UK
- Evidence of professional development

### **Experience**

- Experience of raising attainment in a challenging classroom environment
- Experience of contributing to a high achieving department within a large secondary school environment
- Experience of delivering consistently outstanding lessons to students of all ages and abilities
- Experience of implementing behaviour management strategies consistently and effectively
- Experience of supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes
- Experience of leading successful enrichment and extracurricular activities which inspire and motivate learners

### **Leadership**

- Effective team player and leader
- Ability to coach and manage staff
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and students
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils

### **Leading the Curriculum**

- Able to establish curriculum development, assessment, coordination and coaching
- Has good communication, planning and organisational skills
- High expectations for accountability and consistency
- Ability to design, implement and evaluate effective, imaginative and stimulating Schemes of learning



## **Teaching and Learning**

- Outstanding classroom teacher with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to student's needs
- Understands and interprets complex student data to drive lesson planning and student attainment
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

## **Other**

- This post is subject to an enhanced Disclosure and Barring Service check.
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training.