

Job Description

Job Title:	Lead Practitioner in Modern Foreign Languages (French and Spanish)
Reference:	X00466
Reports to:	Director Of English and MFL
Responsible for:	Line Management of Teachers of MFL
Salary range:	Leadership Pay Scale (dependent on experience)
Contract:	Full time, term-time only, Teachers' T&C

Main purpose of the role:	<ul style="list-style-type: none"> - To provide strong leadership in the MFL subject area, providing first-class teaching and learning opportunities and modelling excellent practice to other teachers in the MFL Department. - To use subject knowledge, passion and expertise to drive forwards the quality of the MFL curriculum, teaching and learning, and enrichment. - To instigate and develop innovative approaches which will stimulate all pupils and students to reach their full potential. - To lead on and drive the professional development of teachers in the MFL Department.
Main duties:	<ol style="list-style-type: none"> 1. To work with the Academy leadership to develop and implement a creative 0-19 MFL curriculum and ensure the delivery of a high-quality provision in all curricular and extra-curricular activities. 2. To advise the Academy leadership on all matters connected with the delivery of MFL across the Academy and to liaise on timetable planning and other curriculum issues. 3. To develop appropriate and differentiated schemes of work at all stages and to ensure that the aims and objectives for teaching are delivered. 4. To co-ordinate with the appropriate personnel the work carried out by all teaching and non-teaching staff within the Department. 5. To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate. 6. To lead the MFL Department's monitoring and self-evaluation processes. 7. To ensure the effective implementation of Academy policies and prepare individual and group reports and analyse and report on summative data. 8. To demonstrate and encourage high standards of professionalism from all staff associated with the MFL Department. 9. To demonstrate and inspire an enthusiastic and committed approach to teaching within the MFL Department.

	<p>10. To co-ordinate the resources of the MFL Department, giving support and guidance to relevant staff.</p> <p>11. To line manage teaching and non-teaching staff within the Department, including performance management, quality assurance and day-to-day management.</p> <p>12. To demonstrate high levels of professionalism in the accurate completion of the administrative needs of the Department, meeting all deadlines.</p> <p>13. To ensure that appropriate arrangements are made for examination entries and statutory requirements.</p> <p>14. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.</p>
	<p><u>Curriculum Management</u></p> <p>The post holder will be expected to:</p> <ul style="list-style-type: none"> - Make sure that innovative and appropriate approaches to learning are made available to students with specific learning needs: for example, those with a low skill base, hearing or visual impairment, and the very able. - Ensure that the statutory requirements of the National Curriculum are met. - Evaluate the design and delivery of the curriculum; continuously striving to improve all aspects. - Monitor and evaluating progress towards meeting student achievement targets. - Ensure that there is an effective assessment, recording and reporting system of student progress.
	<p><u>Financial Management</u></p> <p>The post holder will be expected to:</p> <ul style="list-style-type: none"> - Set long-term and short-term budgets for resourcing the MFL Department appropriately and effectively. - Monitor actual spend against forecast. - Make sure that 'Best Value' principles are applied to all appropriate purchasing decisions. - Evaluate use of financial resources to ensure that desired outcomes are met. - Advise the Director of Finance and Operations of potential additional funding and assisting with the bidding process.

	<ul style="list-style-type: none"> - Exploit business opportunities to improve the resources of the Department.
	<p><u>People Management</u></p> <p>The post holder will be expected to:</p> <ul style="list-style-type: none"> - Adopt a strong, caring and flexible leadership style so as to influence and motivate staff and students to achieve their objectives and those of the Academy. - Create an environment of open-mindedness, fairness and harmony between groups and individuals. - Work proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes. - Advise the Senior Leadership Team about the recruitment and retention of high-calibre staff. - Implement 'Best Practice' Academy performance management processes so as to provide a positive framework for staff development and achievement. - Ensure that all staff, including short- and long-term temporary staff, receive departmental induction and fully understand all relevant policies and their implementation. - Make sure that effective, caring policies concerning a broad range of Student and Staff welfare matters are implemented. - Provide overt support to staff to enable them to effectively implement the policies of the Academy and Department. - Monitor and evaluate attendance and absence management policies for staff and students. - Ensure that the policies and processes in-place for assessing students and for setting, monitoring and evaluating attainment goals for students are implemented by all departmental staff. - Create an environment where there is visible acknowledgement that everyone's contribution is valued.
	<p><u>Facilities Management</u></p> <p>The post holder will be expected to:</p> <ul style="list-style-type: none"> - Ensure that physical resources to deliver the curriculum are acquired and are maintained effectively. - Make sure that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum.

	<ul style="list-style-type: none"> - Ensure that the interior and exterior of the building are maintained to a high standard that reflects the ethos of the Academy.
	<p><u>Health & Safety and GDPR</u></p> <p>The post holder will be expected to:</p> <ul style="list-style-type: none"> - Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by their actions or inactions. - Co-operate with the employer on all issues to do with Health, Safety & Welfare. - Have an understanding of procedures for trips and visits and the relevant actions to take when planning out of school activities. - Undertake training of GDPR matters and have a good understanding of relevant policies and procedures. - Ensure that GDPR matters are considered within the Department and staff are aware of their obligations.
	<p><u>General Administration</u></p> <p>The post holder will be expected to:</p> <ul style="list-style-type: none"> - Ensure that all administrative systems are based on the optimum use of information technology. - Design and implement management information systems that meet laid down criteria and that specify a structured timetable for information delivery. - Provide appropriate, accurate and timely management information to enable continuous evaluation of performance. - Check that information required by various external bodies is produced within the given time scale and is of excellent quality. - Design and implement departmental procedures that complement Academy procedures and ensure all stakeholders (students, parents, community members, all staff, and visitors) are treated as valuable customers of the Academy. - To organise and encourage appropriate Academy trips/visits linked to the curriculum. - To carry out a share of supervisory duties in accordance with published rotas. - To participate in the Academy performance management arrangements as appropriate. - To adhere to published Academy policies and procedures. - Attend regular meetings with their line manager.

	<ul style="list-style-type: none"> - To undertake such other duties, training and/or hours of work as may well be required by the Principal within a reasonable workload and which are consistent with the role Lead Practitioner of MFL. 	
	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Hold a good honours degree or equivalent and a recognised teaching qualification (e.g. PGCE). • Evidence of Continuing Professional Development relevant to the role. 	
Experience	<ul style="list-style-type: none"> • Proven strong effective leadership and people management skills. • Ability and commitment to lead the Academy's drive to secure a transformational change in aspiration and standards. • Experience of supporting pupils/students of differing abilities and backgrounds. • A strong awareness of whole school and wider educational issues and current developments • A proven knowledge of the current national curriculum agenda and a strong understanding of the curriculum offering and personalised approaches to learning. • Have experience of implementing a variety of de-escalation strategies in challenging situations involving young people. 	<ul style="list-style-type: none"> • Have successfully used strategies to improve pupil/student achievement. • Experience in MFL middle/senior leadership role within a similar setting.
Skills	<ul style="list-style-type: none"> • The ability to provide appropriate levels of challenge so that pupils make good progress and achieve beyond their potential. 	

	<ul style="list-style-type: none"> • Ability to secure high standards of behaviour by motivating, encouraging and engaging pupils. • Ability to develop in pupils the skills to work independently and collaboratively. • Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. • Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff. • Creative and innovative. • Excellent facilitation and presentation skills suitable up to and including senior managers. • Data and IT literate with good IT skills. • Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. • Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents. • Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions.
Qualities	<ul style="list-style-type: none"> • Able to confidently liaise with senior colleagues including in formal settings. • Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. • Personal and professional authority and resilience. • Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture. • Empathetic, tactful and diplomatic. • Solution focused, working collaboratively and collegially with colleagues and stakeholders. • Excellent inter-personal skills. • A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.