

PRINCIPAL: JOHN McPARLAND BD PGCE MA NPQH

**SUBJECT LEADER OF MODERN FOREIGN LANGUAGES**

**JOB DESCRIPTION**

**Post:** Subject Leader of Modern Foreign Languages

**Responsible to:** Assistant Principal

**Job Purpose:**

* To provide strong leadership that results in a MFL Department which provides first class teaching and learning opportunities for students and staff.
* To instigate and develop an innovative approach to French/Spanish that will stimulate all students to achieve their potential.
* To work with other departmental leaders to provide an integrated coherent approach to teaching and learning.
* To provide specialist subject expertise for the Senior Leadership Team and departmental staff.
* To support the Community Cohesion focus within the Academy.
* To promote high expectations, high aspirations and high standards throughout the MFL department.

**Key Responsibilities:**

**Strategic Management**

* To have a strategic view of the department, ensuring that any relevant issues are brought to meetings with the Senior Leadership Team for consideration and decision.
* To develop and implement the Academy’s strategy for French/Spanish so that it integrates with the major objectives of the Academy improvement plan.
* In conjunction with the Assistant Principal set strategic targets for teaching and learning in French/Spanish.
* To develop and implement partnerships to support the MFL curriculum and other activities so that wider expertise enriches the holistic learning experiences of the students and the wider community.

**Curriculum Management to include:**

* Designing a broad curriculum in French/Spanish that meets the aims of the Academy and the needs of all students.
* Ensuring 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.
* Evaluating National and International initiatives to promote learning and incorporating appropriate elements into the Academy’s strategy for MFL.
* Working with other departmental heads to agree schemes of work so that the content of courses is complementary and so provides students with a broader understanding of French/Spanish and its links with other fields of study.
* Ensuring that the statutory requirements of the National Curriculum are met.
* Evaluating the design and delivery of the curriculum for French/Spanish; continuously striving to improve all aspects.
* Monitoring and evaluating the MFL curriculum in ‘value for money’ terms.
* Setting targets for student achievement in MFL.
* Monitoring and evaluating progress towards meeting student achievement targets.
* Ensuring that there is an effective assessment, recording and reporting system of student progress.
* Monitoring the teacher’s marking of students’ work, ensuring that teacher planners, and records of attendance, marks and targets are effectively maintained.
* Regular monitoring of the external and internal environment so that appropriate ICT initiatives continue to influence and improve learning for students and staff.
* Overseeing the work of trainee teachers, graduate trainees, supply teachers and support staff working within the subject area, and liaising with the appropriate lead professional regarding the effectiveness of their work.
* Publicising the curriculum and achievements of the department in the Academy newsletter.
* Overseeing and updating relevant sections of the Academy website, informing the responsible ICT Technician of changes to be made.
* To identify native speakers of languages which can be awarded a GCSE and encourage early entry.
* To encourage uptake of MFL at KS4/5.
* To plan and lead opportunities for students to experience first-hand the language they are studying, i.e. trips, theatre visits.

**Financial Management**

* Setting long-term and short-term budgets for resourcing the MFL Department appropriately and effectively.
* Monitoring actual spend against forecast.
* Ensuring that ‘Best Value’ principles are applied to all appropriate purchasing decisions.
* Evaluating use of financial resources to ensure that desired outcomes are met.
* Advising the Director of Finance and Operations of potential additional funding for MFL and assisting with the bidding process.
* Exploiting business opportunities to improve the resources of the MFL Department.

**People Management**

* Adopting 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.
* Creating an environment of open-mindedness, fairness and harmony between groups and individuals.
* Working 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.
* Advising the Senior Leadership Team about the recruitment and retention of high-calibre staff.
* Implementing ‘Best Practice’ Academy performance management processes so as to provide a positive framework for staff development and achievement.
* Assisting the Assistant Principal to ensure that a significant staff development programme is designed and implemented. This will be structured and relevant, taking into account the development priorities of the Academy and those of individual members of staff. It will be visibly linked to the outcomes of the performance management process.
* Ensuring that all staff, including short and long-term temporary staff, receive departmental induction and fully understand all relevant policies and their implementation.
* Monitoring and evaluating attendance and absence management policies for MFL staff and students.
* Ensuring 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.
* Creating an environment where there is visible acknowledgement that everyone’s contribution is valued.

**Facilities management includes:**

* Ensuring that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum.
* Ensuring that the MFL department/rooms are maintained to a high standard that reflects the ethos of the Academy.
* Managing the security and Health & Safety aspects including legal obligations.

**General Administration**

* Checking that information required by various external bodies is produced within the given time scale and is of excellent quality.
* Ensuring that all administrative work in the subject area is completed effectively, including: maintaining and updating the department handbook; uploading resources and lessons on to the learning platform; ensuring that tasks are effectively delegated and shared according to the responsibilities and development needs of members of the curriculum team.

**Accountability**

**Key Performance Indicators:**

* To analyse student attainment in public examinations in relation to National data and student targets, and to submit an evaluation report to the Principal.
* To use the results of all analysis of student data, including those provided by the Senior Leadership Team and external agencies, to identify areas for improvement and incorporate these into the department improvement plan.
* To plan the CPD needs of teachers in the subject, and to monitor and review their work as part of the Performance Management Policy.
* To calculate percentage of students gaining GCSE French and Spanish Grade A - C measured against targets.
* To calculate percentage of students gaining GCSE French and Spanish Grade A - G measured against targets.
* To calculate ‘Added value’ from entry to KS3 TA and GCSE exam results.
* To calculate percentage improvement in Average Points total per student at Year 13.
* To calculate percentage of 16-19 students completing course with satisfactory outcomes.
* To calculate departmental staff retention record.
* To calculate proportion of MFL lessons formally observed to be good/outstanding.



**The Diocese of**

**Canterbury**

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