



Post Title: Curriculum Leader of Modern Foreign Languages (MFL)

Grade: TMS/UPS + TLR1a
(£7,699per annum)

Hours: Full-time (temporary contract
until 31st August 2019)

Job Purpose:

To lead and manage the Modern Foreign Languages curriculum for Key Stage 3, Key Stage 4 and Post 16 to ensure the highest quality learning, teaching, progress and achievement.

Description of Duties and Responsibilities:

- To embrace the Academy's values of 'Enjoy, Achieve, Aspire'.
- To comply with the Academy's Code of Conduct.
- To play an active role in achieving the school's improvement targets.
- To make an active contribution to the development of spiritual, moral, social and cultural education in the school and to support cross-curricular working.
- To be accountable for self-evaluation processes within the department.
- To establish short, medium and long-term plans for the department in line with the School Strategic Plan and school self-evaluation.
- To define, agree and be accountable for appropriate improvement targets.
- To develop and implement appropriate policies and practices in the department.
- To advise on the department's timetable, taking into account the particular strengths of individuals.
- To lead and manage teachers of MFL in KS3, KS4 and KS5 with regular meetings as calendared.
- To promote the professional development of the team by sharing and delegating tasks and by conducting their Performance Management.
- To lead, manage and facilitate high quality teaching and learning in MFL.
- To ensure the scheme of work and resources are maintained and developed appropriately to result in high quality teaching and learning.
- To track and monitor pupil performance against school and department targets in KS3, KS4 and KS5.
- To implement appropriate intervention strategies, supporting both teachers and pupils.
- To support MFL teachers in promoting positive classroom management.
- To monitor and evaluate the quality of planning and provide constructive feedback.
- To monitor and evaluate standards of teaching and learning, identifying areas of strength and areas for improvement.
- To ensure that teachers are aware of the needs of inclusion of all students and groups and make provision for this in their planning.



- To plan and implement strategies to improve teaching where needed.
- Provide and maintain a high quality framework of departmental documentation, including Handbook and Schemes of Work, which informs and supports the work of the team.
- Ensure that there are high rates of student and parental satisfaction within the English subject area, providing quality information and support.
- Create and maintain a team at the leading edge of developments at local, regional and national level.
- Continue to meet the required national standards for qualified teachers.

**AND such duties as are within the scope and the spirit of the job purpose,
the title of the post, and its grading.**

Special Requirements

This Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

All posts within this Academy are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service. A copy of the Academy's Safeguarding & Child Protection Policy can be found on the Academy's website <http://www.westcoventryacademy.org>.

All duties and responsibilities must be carried out with due regard to the Academy's Health & Safety Policy and Health & Safety at Work Act.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken to comply with the Data Protection Act 1998.

Postholders will be expected to comply with the Academy's ICT & Social Media Policy.

*PLEASE NOTE
WEST COVENTRY ACADEMY
IS A NON SMOKING SITE*



| SUPERVISION RECEIVED | |
|--------------------------|--------------------------------|
| Name: | Malcolm Gardner (or successor) |
| Post Title: | Deputy Headteacher |
| Or Alternatively: | Gina O'Connor - Headteacher |

LEVEL OF SUPERVISION*

Regularly supervised with work
Checked by Supervisor.

Left to work within established guidelines,
Subject to scrutiny by supervision.

Plan own work to ensure the meeting
of defined objectives.

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Employee Signature: _____

Date: _____

Line Manager Signature: _____

Date: _____