

## **Job Description: Faculty Leader (Modern Foreign Languages)**

**Job Title: Faculty Leader (Modern Foreign Languages)**

**Salary: MPS/UPS + £ TLR1b**

### **Job Purpose:**

To lead, co-ordinate and manage the planning, teaching and learning within the Modern Foreign Languages Faculty across both key stages.

### **Duties and Responsibilities:**

The Faculty Leader will:

- co-ordinate the development of a cohesive and effective long-term development plan in their subject areas;
- co-ordinate the day to day management of the subject areas through the effective deployment of the faculty management structure;
- ensure that medium-term planning meets all National Curriculum requirements;
- review, monitor and evaluate current practice (including schemes and policies) and provide performance feedback to the Senior Leadership Team;
- support, motivate and advise staff, and work alongside them in the development of their classroom practice, where appropriate;
- lead by example in all areas of the curriculum;
- disseminate information to the staff, and provide INSET to promote staff development and improve classroom practice;
- contribute action-planning in the subject for the School Improvement Plan;
- maintain an up-to-date knowledge of local and national initiatives, by attending relevant courses;
- be responsible for the budget allocated to the faculty area, and prioritise resource needs as indicated in the School Improvement Plan;
- liaise with colleagues and relevant external agencies in relation to faculty issues.

The postholder will have faculty specific and identified levels of responsibilities commensurate with the level of this post, within the six generic areas of job definitions for holders of TLR allowances.

These generic areas are :

**Teaching and Learning**

**Performance Management**

**Contribution to school development**

**Personnel**

**Student outcomes**

**Resources**

### **Duties and Responsibilities:**

These will be commensurate with the role of the Faculty Leader responsibilities for the faculty. They will be supported by the faculty leadership structure.

### **Teaching and Learning**

- Act as a role model and lead professional for members of the team
- Manage and conduct appropriate monitoring and evaluation procedures, including lesson observations, to ensure high standards of teaching and learning
- Maintain a positive climate for learning based on high expectations of students and their potential
- Take appropriate steps to support staff in developing their teaching practice including the organisation and delivery of appropriate training, advice and coaching activities
- Use and apply data effectively to ensure students progress is monitored against targets and prompt action is taken to address any concerns
- Ensure that marking and assessment procedures are followed consistently by all members of the team, in line with school and department policy, including the application of Assessment for Learning processes and techniques
- Plan and review schemes of work which incorporate all statutory requirements and which demonstrate the use of appropriate and varied teaching and learning strategies
- Ensure that the needs of all students are known and met effectively, including students with learning and behavioural needs, using appropriate strategies and support mechanisms to achieve this
- Develop opportunities for enhancing the curriculum experience for students including the provision of booster classes and other extension activities
- Monitor and review the range of curriculum options and opportunities offered to students and advise on and manage the introduction of new provision where appropriate

### **Performance Management**

- Take responsibility as Team Leader for an agreed number of staff
- Meet regularly with staff to monitor progress towards objectives
- Carry out lesson observations as required as part of the monitoring arrangements
- Conduct an annual review of performance against agreed objectives and provide written reports to the Head Teacher on progress

### **Contribution to school development**

- Contribute to the development of school policy through participation in appropriate meeting groups, committees and working parties
- Liaise as appropriate with external agencies including the LA Standards Service
- Support the school ethos and policies in relation to students, parents, the local community and other external groups
- Provide reports as appropriate for Governors on activities and progress within the area of responsibility

### **Personnel**

- Participate in and advise on the appointment and selection of new staff
- Provide support, guidance and leadership to all members of the team
- Clearly articulate and promote a shared understanding of and commitment to the vision for the school and its development at both team and whole school level
- Delegate tasks appropriately within the team
- Chair team meetings
- Mentor and support new staff
- Provide advice to the Headteacher as required on matters including threshold and upper pay spine progression for members of the team
- Prepare confidential references for members of the team as required

### **Student outcomes**

- Be accountable for the performance of students against targets in the appropriate curriculum area(s)
- Prepare reports as required analysing student progress and performance in the designated area

### **Resources**

- Establish and maintain a safe, healthy and attractive environment for learning
- Manage budgets allocated to the area of responsibility, following all school procedures
- Deploy staffing and physical resources effectively to support the delivery of high quality teaching and learning
- Ensure all relevant Health and Safety requirements are complied with, bringing concerns to the attention of the relevant staff promptly