



JAMES BATEMAN MIDDLE SCHOOL: MFL LEADER JOB DESCRIPTION

Post Title	MFL LEADER
Purpose	<ul style="list-style-type: none"> • To act as a positive role model and to inspire department members by personal example and hard work. • To build department vision and values that ensures accountability of all staff within the MFL Department. • To use self-evaluation and development planning as an opportunity and tool to raise aspiration and achievement. • To lead curriculum development for the whole department. • To deliver high quality lessons across KS2/KS3. • To secure good progress in taught subjects and in wider learning, including literacy, numeracy and ICT. • To monitor and support the overall development of pupils as a form tutor. • To raise standards to and above national expectations.
Reporting to	<ul style="list-style-type: none"> • Headteacher
Liaising with	<ul style="list-style-type: none"> • Progress Managers, relevant non-teaching and teaching staff and parents.
School policies and planning	<ul style="list-style-type: none"> • To implement all relevant school policies. • To lead and liaise with the department in the production of a departmental development plan and SEF ensuring both are in line with the school development plan and SEF and to monitor progress towards goals set. • To contribute to the implementation of the school development plan.
Curriculum planning	<ul style="list-style-type: none"> • To produce high quality lesson and short-term teaching plans with supporting resources for own classes. • To share planning and resources with other colleagues. • To effectively monitor curriculum development and respond to national and local initiatives.
Assessment	<ul style="list-style-type: none"> • To regularly assess students' work so they know what they need to do to improve. • To maintain appropriate records on Arbor and other software the school may use. • To track pupil progress and use information to inform teaching and learning.
Teaching and learning	<ul style="list-style-type: none"> • To establish common standards of practice and develop the teaching and learning that is consistently good or better that leads to high levels of progress, learner interest and enjoyment. • To lead in the development of appropriate syllabus, resources, schemes of work, marking, policies, teaching and learning and assessment

	<p>strategies within the department.</p> <ul style="list-style-type: none"> • To seek ways of constantly raising standards of pupils' attainment and support pupils progress. • To provide 'hands on' learning for all pupils and actively encourage independence.
Communication	<ul style="list-style-type: none"> • To ensure effective communication with parents of pupils.
Marketing and liaison	<ul style="list-style-type: none"> • To contribute to marketing activities and help to promote the school.
Pastoral system	<ul style="list-style-type: none"> • To be a form tutor to an assigned group of pupils. • To promote the progress and well-being of all pupils in the tutor group. • To liaise with the Progress Managers to ensure the implementation of the school's pastoral system. • To register pupils, encourage their full attendance and their participation in all aspects of school life. • To evaluate and monitor the progress of pupils and keep up-to-date pupil records as required. • To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved. • To communicate with parents of pupils and people outside the school concerned with the welfare of individual pupil. • To deliver PSHE lessons in tutor time in accordance with school policy.
Safeguarding	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school
Additional duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive vision, mission and ethos and to encourage and ensure staff and students to follow this example. • To ensure all health and safety procedures are adhered to. • To develop extra-curricular opportunities such as clubs and visits to enrich the pupils educational experience. • To attend or ensure attendance of members of the department to key school events such as presentation evening. • To undertake any other duty as specified in the STRB not mentioned above. • Every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
<p>This job description is current at the date shown below, but in consultation with you, may be changed by the Headteacher to reflect changes in the job or school priorities, commensurate with the grade and job title.</p>	