

JOB DESCRIPTION	
<b>JOB TITLE</b>	CURRICULUM LEADER – Modern Foreign Languages (MFL)
<b>DEPARTMENT/SECTION</b>	ST EDMUND'S CATHOLIC ACADEMY
<b>RESPONSIBLE FOR WHICH OTHER POSTS</b>	MFL FACULTY  (Teachers)  Line manage and lead on faculty specific/ whole school improvement tasks (to be negotiated)
<b>RESPONSIBLE TO</b>	PRINCIPAL

### **Job Summary**

The Curriculum Leader of MFL is part of a team of lead professionals that take responsibility for the quality of individual subject provision, curriculum teaching and assessment. They are accountable for subject provision, curriculum, teaching and assessment, subject performance improvement, attainment and progress in MFL. The Curriculum Leader will work across the Academy to support the Senior Leadership Team, accelerate improvement and raise standards. It is expected that they will plan and deliver high quality lessons and intervention programmes, as well as challenging and supporting teachers to achieve ambitious targets to enhance outcomes. In addition, the role requires regular data analysis to ensure that students are appropriately supported and challenged. The data analysis also informs both planning and department targets to maintain consistency of subject quality and delivery.

### **Main Duties**

- To promote and be committed the Academy aims and objectives.
- To maintain and contribute to the development of strategies on subject areas.
- To promote and be committed to securing high expectations for learning and the raising of achievement within our academies.

*To lead the effective operation of the faculty, both individually and by building leadership capacity in others to:*

1. Deliver highly effective teaching and impactful intervention.
2. Ensure the maintenance of consistently high standards of behaviour within the faculty area in line with St Edmund's CARE values.
3. Ensure all lessons within the department are well planned to meet the needs of all learners, with effective adaptation and appropriate pace and challenge.
4. Support the design of curriculum plans appropriate to curricular and exam board requirements
5. Develop excellent schemes of work, resources, teaching and learning strategies.
6. Ensure all work in the faculty is regularly marked, assessments are rigorous and student progress is reported in a timely and accurate manner.
7. Ensure student progress data is understood by all staff within the faculty and used to improve outcomes for all learner groups.
8. Ensure targeted support is in place (intervention) for students on key borderline grades.
9. Ensure targeted support is in place to support specific groups of learners such as more able learners and disadvantaged (pupil premium) learners.
10. Construct, present and deliver the annual quality and review cycle (including SEF reviews, post

data collection analysis, termly lesson observation & work scrutiny activities ) based on the specific needs of the faculty.

11. Make best use of staffing and timetabling (rooming) to provide a stimulating learning environment.
12. Have due regard for maintaining safeguarding, health and safety and security in the areas used
13. Contribute to department and academy enrichment programmes.
14. Contributing to review, monitoring and evaluation and the development of working practices.
15. Actively participate in middle leaders meetings, in-service training days, working groups, projects and educational research to enhance existing practices.
16. Ensure all new staff within the faculty undertake a full staff induction appropriate to their role and experience.
17. Take an active role in delivering and contributing to professional development activities.
18. Work collaboratively with colleagues and SLT at St Edmund's, with St Francis and St Clare Catholic MAC Primaries and with post-16 partners to identify and share good practice.

*If required, mentoring Newly Qualified Teachers;*

1. Providing exemplar lessons for trainee teachers.
2. Contributing to the assessment of students teaching practice.
3. Participating in the training of teachers within teacher training institutions.
4. Acting as mentor to trainee teachers.

*Other specific duties*

- The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School teachers current Pay and Conditions Document.
- To comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job description.
- To undertake all duties reasonably requested in a manner consistent with the mission and aims of St. Edmund's as a Catholic Academy.
- To support the Academy's Catholic ethos, in the light of the mission statement, participating in and facilitating, as reasonably required, the worshipping life of the academy
- Lead assemblies

**In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

Person Specification - Criteria	Essential	Desirable	Measured by
<b>Experience</b>			
An excellent classroom practitioner that can model best practise	X		AF/I
Teach intervention groups at KS3, KS4 and KS5	X		AF/I
An awareness of current issues in MFL	X		AF/I
Understanding of use of data to assess and inform teaching and learning	X		I
Experience of leading, developing and enhancing the teaching practice of other staff	X		AF/I
Experience of teaching to A level in MFL subject areas with strong outcomes	X		AF/I
Experience of working with other educational providers to support our learners in education or other approved training.		X	
Relevant management experience	X		AF/I
Experience of exam board & vocational assessment marking		X	AF/I
<b>Qualifications/Training</b>	X		AF/Q
Graduate with qualified teacher status and an MFL relevant degree.			
Knowledge of courses and requirements at KS4 and KS5	X		AF/I
Good ICT skills	X		AF/I
Hold AST/NQPML status or equivalent or post graduate management/education qualification.		X	AF/I/Q
Safeguarding trained (stage 1) within the past 12 months; including Prevent and FGM.		X	AF
<b>Behavioural Attributes</b>			AF/I
Good organisational and personal management skills	X		
Can demonstrate impact as a middle leader	x		I
Effective planning and teaching	X		I
Meets deadlines	X		AF/I
Effective behaviour/classroom management	X		I
An ability to Lead and to demand high standards	X		AF/I
Builds positive personal relationships with stakeholders, through regular contact and consultation	X		I
Identifies and promotes best practice and encourage the sharing of ideas	X		AF/I
Proactively seek opportunities to increase knowledge, skills and understanding with a commitment to personal development and learning	X		AF/I
Self-motivated with a positive outlook and ability to work on own initiative and as part of a team	X		I

Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members	X		I
Ability to develop and support other staff to develop a variety of teaching strategies	X		AF/I
Ability to enthuse and direct students and staff to towards raising expectations and levels of achievement	X		I
Demonstrates focused implementation of role and responsibilities	X		AF/I
Builds strong team ethos where everyone feels valued.	X		AF/I
Flexible and committed to work across our Academy and support SFSCMAC Academies	X		I
Values the need and respect for discretion and sensitivity in confidential work.	X		I
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		AF/I
<b>Faith Commitment</b>	X		AF/I
An understanding of and commitment to working in the Catholic Sector.			
Expectation for the successful candidate to appreciate and to contribute to our Catholic Ethos	X		I
Working experience in a Catholic School		X	AF
A committed practising Catholic		X	AF/I

AF – Application, I – Interview & assessment, Q, Qualifications

Signed by Post Holder:	Date:
Signed by Principal:	Date: