



## **HEAD OF MFL JOB DESCRIPTION**

### **JOB PURPOSE**

- To manage the teaching and learning of MFL efficiently ensuring each pupil achieves their optimum level
- To lead, develop and enhance the teaching practice of teachers in the department, raising standards for learning and teaching
- To be accountable for the leadership and management of MFL, the development and implementation of policies, plans, targets and practices within the context of the school's aims and policies
- To effectively line manage teaching and support staff in MFL

### **PUPIL ACHIEVEMENT**

- Set high standards for the behaviour of pupils
- Ensure adherence to the School's Homework Policy by teaching staff
- Model the co-operative values and visions of the school and the Trust

### **TEACHING AND LEARNING**

- To exploit opportunities to improve students' literacy skills
- Demonstrate the principles and practice of effective learning and teaching as a Lead Teacher
- Ensure a continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress
- To communicate effectively with the department and share good practice in regard to successful classroom strategies

### **LINE MANAGEMENT**

- Run effective subject meetings and encourage the involvement of the team of subject staff in discussions concerning subject delivery and organisation
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes
- Develop plans for the subject with the Head of School which identify clear targets, timescales, and success criteria for its development and/or maintenance in line with the Improvement Plan
- Use relevant school, county, and national data to inform targets for development and further improvement for individuals and groups of pupils
- Have an enthusiasm for the specified area which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives
- Be aware of and read all relevant school policies relevant to your specified area
- Be available for parents/carers to discuss issues and concerns