



ASSISTANT CURRICULUM LEADER FOR MFL TLR £2841

Job Description

The following job description is for the guidance of candidates as to the requirements of the post. It does not replace the 'Conditions of Service for Teachers' as set out in the 'School Teachers Pay and Conditions' document published by the DfE.

THE POST HOLDER WILL HAVE:

Overall Accountability for:

- Deputising for the Curriculum Leader of MFL in their absence

Main (core) duties:

- To keep up to date with national and developments in the Language curriculum and in teaching practice methodology and to lead new curriculum initiatives
- To develop schemes of work and resources for Language courses
- To maintain accreditation with the relevant examination and validating bodies
- To keep accurate records on each pupil taught and ensure that schemes of work for all key stages are regularly reviewed and updated as required
- To monitor the implementation of the assessment policy
- To ensure that appropriate homework is set
- To lead and manage the organisation, marking and moderation of coursework in accordance with examination board regulations
- To ensure that staff use data provided by the Deputy Head to effectively inform planning, teaching and the setting of subject specific targets
- To attend relevant Parents' meetings and review days
- To support the Curriculum Leader in implementing the school Behaviour and Anti-Bullying Policy at KS3 and KS4
- To act as the subject mentor for any ECTs
- To line manage members of staff in MFL
- To monitor and evaluate the curriculum offering, standards of attainment and standards of teaching and learning across MFL
- To plan, in conjunction with the Curriculum Leader for intervention where required to improve teaching and learning
- To contribute to the development of the use of ICT within MFL
- To work with others to ensure that the German curriculum meets the individual students' needs
- To play an active role in the extra curricular programme provided by the MFL department
- To undertake an appropriate programme of teaching and pastoral responsibilities
- Stock-taking and ordering with the Curriculum Leader

Additional duties:

To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example

Other specific duties:

- To continue personal development
- To engage actively in the performance management process
- To undertake any other duty as specified by the STPCB not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

He/she will report to:

The Curriculum Leader of MFL

He/she will liaise with:

Headteacher, Deputy Headteachers, Assistant Headteachers, Curriculum Leaders, Year Learning Coordinators, relevant support staff, LA representatives, external agencies, Governors, parents and other stakeholders

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.