



Job Description – Programme Leader of MFL - Spanish



Post Title:	Programme Leader of MFL - Spanish
Salary:	MPS/UPS + TLR2a
Purpose:	<ul style="list-style-type: none">• To raise standards of student attainment and achievement in the subject area and to monitor and support student progress.• To be accountable for student progress and development within the subject area across all key stages.• To be innovative in own teaching and to develop and enhance the teaching practice of others.• To take a lead in planning collaboratively with colleagues in order to promote effective practice.• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school• To be accountable for leading, managing and developing the subject area.• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
Reporting to:	SLT
Responsible for:	Teaching staff and other relevant personnel within the department.
Liaising with:	Headteacher/SLT and relevant staff with cross-school responsibilities, support staff and other outside agencies.
Operational/ Strategic Planning	<ul style="list-style-type: none">• To lead the development of appropriate syllabuses, resources, schemes of work, AFL and teaching and learning strategies in the department.• The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.• To monitor and follow up student progress• To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, etc.• To formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. (SIP)
Curriculum Provision:	<ul style="list-style-type: none">• To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
Curriculum Development:	<ul style="list-style-type: none">• To keep up to date with national developments in the subject area and teaching practice and methodology.• Actively to monitor and respond to curriculum development and initiatives at national, regional and local levels.• To identify and explore links within and between subjects/curriculum areas.
Staff Development & Deployment	<ul style="list-style-type: none">• To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.• To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.• To ensure effective induction of new staff in line with School procedures.• To promote teamwork and to motivate staff to ensure effective working relations.

Quality Assurance:	<ul style="list-style-type: none"> • To establish the process of the setting of targets within the department and to work towards their achievement. • To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. • To contribute to the School procedures for lesson observation. • To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.
Management Information:	<ul style="list-style-type: none"> • To make use of analysis and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of students. • To liaise with stakeholders. • To represent the Programme area views and interests.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and Newsletter. • To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. • To promote actively the development of effective subject links with external agencies.
Pastoral System:	<ul style="list-style-type: none"> • To monitor students' progress and performance in relation to targets set ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as a Form Tutor and to carry out the duties associated with that role. • To contribute to PCE according to school policy. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
Other Specific Duties:	
<ul style="list-style-type: none"> • To continue personal development as agreed. • To engage actively in the performance review process. • To undertake any other reasonable duty as specified by Headteacher not mentioned in the above. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 	
<ul style="list-style-type: none"> • 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. 	