



Subject Leader MFL Job Description

Responsibilities

- To lead on teaching and learning in the MFL department.
- Monitoring teaching and learning within the department and identifying individual and departmental needs. This will include lesson observation.
- Provide leadership and motivation for the team so that students are set high expectations of work & behaviour, in order to develop a positive attitude to learning.
- Work collaboratively and supportively with the Senior Leadership Team.
- Be accountable for MFL to SLT for monitoring, evaluation and seeking to raise the students' progress and achievement.
- Liaise with other responsibility holders in the department to encourage the development of teaching and learning and to ensure development at each Key Stage.
- Support colleagues in the MFL department and beyond as appropriate.
- Leading and support CPD for teaching and learning across the department.
- Responsibility for the Performance Management in the MFL department.
- Set an example in interpersonal relationships to students and staff by being positively encouraging, considerate and caring towards one another at all times.
- Raising standards of student attainment and achievement within the subject area, and setting clear expectations to students and staff of maintaining the high standard of behaviour, learning and teaching currently evident in school.
- Support & advise teachers in developing opportunities for students within the curriculum area.
- Draw on the talents of individual team members.
- Keep the team abreast of developments within the subject area and linking with other Subject
- Leaders to share ideas and develop cross-curricular work where appropriate.
- Organise teaching groups & deploying departmental staff in conjunction with SLT link.
- Produce a clear statement of departmental policy, schemes of work and syllabus, accompanied by a clear assessment scheme.
- Advise colleagues and assisting them in the preparation of teaching programmes and methods, choice of equipment and selection of materials.
- Encouraging the team to work collaboratively, organising opportunities for sharing ideas and other developmental work.
- Produce, with the team, the team's contribution to the school's Development Plan.
- Ensure team members understand the policy of the school in all matters affecting their work, assessing the professional development needs of the members of the team and encouraging them to seek to fulfil those needs.
- Take part in the appointment of staff (both teaching and support) to the department.
- Play a full part in the induction of new staff.

- Ensure students' work is assessed regularly in line with national & school requirements.
- Support colleagues in the management of student behaviour, applying praise or sanctions as appropriate.

Qualities of the Postholder

- Able to secure commitment to a clear aim and direction for MFL and show commitment to the aims of the department.
- Enthusiastic, innovative, supportive of departmental aims and an excellent team player.
- Able to show enthusiasm for initiatives and commitment to raising standards.
- Able to show integrity and the ability to act with discretion and sensitivity, particularly when dealing with departmental colleagues.
- Excellent communication skills.
- High expectations.
- An effective and supportive team member, open and genuine with a good sense of humour.
- Ability to work under pressure and to deadlines.
- Energetic, hard-working and reliable team-player
- Committed to inclusive practice and achieving the very best for all students.
- Commitment to safe school culture.
- A reflective practitioner.