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|  | **JOB DESCRIPTION:**MODERN FOREIGN LANGUAGE TEACHER    Terms of employment:  ***CORE PURPOSE:***  To lead learning in School and guide staff in developing consistent practice in teaching and learning and ensuring that children achieve the highest standards of attainment and achievement in Modern Foreign Languages.  In addition to the duties of a class teacher the MFL Coordinator has the following management responsibilities for Modern Foreign Languages (MFL);  With the support of the Head of School:  **Planning:**   * Liaising with subject leaders, teachers and other middle leaders in development and delivery of an effective MFL curriculum that meets the needs of all groups of pupils. * Liaise with the Inclusion Manager, where appropriate in planning intervention and targeted support for identified underachieving pupils/groups and ensuring that their provision is accurately and precisely targeted at needs. * Ensuring thorough planning, preparation and assessment sessions that learning and provision is precisely planned for and evaluated so that all pupils’ specific needs are catered for. * Developing and reviewing the MFL Improvement Plan (SIP) in line with the LAT strategy taking into account outcomes of school self evaluation, external inspection findings and local and national initiatives * Developing and delivering in liaison LAT an up-to-date curriculum overview and ongoing review of MFL strategy and framework. * Advising the Head of School and governors on resource requirements to support the MFL strategy and its priorities and consequent financial implications; * Advising the Head of School and governors on the purchasing and maintenance of equipment; * Assisting other middle leaders with planning for the use of MFL in their subject area and responsibility for ensuring these are reflected on the whole-school curriculum overview; * Convening and leading on staff MFL strategy meetings to support implementation of the MFL Improvement Plan, in accordance with school policy; * Organising and presenting evidence to support applications for School Awards.   **Staff development and support**  To provide leadership and support for colleagues (teachers and support staff) with a specific focus on leading learning in each MFL working within the Lion Academy Trust Teaching and Learning Strategy.  This will include:   * Managing the planning and delivery of the curriculum across the school, including developing medium term plans; providing support at weekly planning meetings if needed. * Supporting teachers with short term planning ensuring explicit learning focus for all children’s needs; * Organising and delivering training, as needed, to groups of school staff; * Supporting and leading staff in the use of assessment information and processes to inform teaching and learning; * Provide a model of minimum good teaching and learning * Providing in-class support to staff, through demonstrating high quality lessons, team teaching, observation and feedback. * Undertaking personal and professional development in order to maintain an up-to-date knowledge of educational initiatives, technologies and pedagogy, in order to advise appropriately on future strategies and requirements. * Assisting in the identification of staff MFL in-service training needs as part of the overall development plan and provide training and familiarisation where appropriate; * Supporting NQTs or new overseas teachers as part of a programme of specific support and help evaluate progress towards specific identified targets * Supporting staff in delivering the agreed assessment, recording and reporting processes in MFL in order to identify pupils’ capabilities and needs. * Advising staff on the deployment and management of MFL resources in their classrooms. * Undertaking personal and professional development in order to maintain an up-to-date knowledge of MFL initiatives, technologies and pedagogy, in order to advise appropriately on future strategies and requirements.   **Monitoring and review:**   * Maintain consistently high standards of teaching and learning through the effective monitoring and evaluation of teachers’ planning, delivery of the curriculum through lesson observations, learning walks, work scrutinies and pupil interviews; * Ensure identified areas of inconsistency are tackled through support in the form of guidance, exemplification, modelling of learning or challenge, ensuring the LAT benchmarks are used as reference points for minimum expectation. This includes follow up and review against identified progress and expected time scales. * Maintain high standards of attainment and achievement through the effective monitoring of pupil progress in a year group. Lead pupil progress meetings with teachers , lead professional dialogue , maintain minimum expectations and ensure actions are being taken to ensure rapid progress or sustained progress of children where needed; * Monitor assessment and recording procedures, ensuring that class teachers undertake agreed procedures in line with school strategies and this is impacting directly on children’s; learning and progress; * Maintain records and report to the Leadership team on the quality of teaching, standards and actions taken to address areas for development in each year group with clear milestones. * Meeting with the link governor for MFL, sharing achievement data, supporting link visits and providing written reports to the link governor on how subject leadership ensures all children make expected school progress. * Resource management: * Ensuring staff have access to appropriate resources to teach the programme of study for Languages and that resources are appropriately deployed; * Ensure the ethos and expectations of Lion Academy Trust and Barclay Primary are delivered in each specific year group in reference to environment, behaviour and attitudes that exemplifies our high expectations on our staff and children. * Take responsibility for addressing and reporting Safeguarding and Health and Safety issues as they arise in school in line with school policy. To raise awareness of Health and Safety issues amongst staff and ensure compliance; * Maintain and lead on ensuring high standards of pupils’ behaviour and discipline, within the framework of the school policy and support and challenge other staff as necessary so as to facilitate high quality learning and a safe environment for all children   **External liaison:**   * Liaise with relevant external agencies as appropriate, such as external advisory staff and/or other schools on specific teaching and learning issues relevant to the school and curriculum area; * Liaise effectively within the LAT framework with parents/stakeholders/schools to ensure excellent relationships between home and school in order to improve pupil’s learning and behaviour. This includes been proactive in solving issues and reflecting a high stakeholder  service to ensure that the relationships with parents and stakeholders impact positively on all pupils outcomes; * Liaising with parents on community MFL initiatives as appropriate; * Providing in school MFL information sessions or workshops aimed at supporting parents and children. |  |

*This job description sets out the duties of the post at the time it was drawn up.  The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Head of School within the school as may be reasonably expected.  This is not a common occurrence and would not justify a reconsideration of the grading of the post.*