



Twyford Church Of England Academies Trust

“I have come that you might have life
and have it to the full” John 10 v10



Ealing Fields High School

Job Description

Job Title:	2 i/c MFL – with responsibility for KS3 curriculum development and delivery
Grade:	Main Professional Grade + TLR 2a (£2,721)
Line Manager:	Head of department
Supervisory Responsibility:	Classroom teachers

Main purpose of Post

To achieve outstanding outcomes at KS3 in the curriculum and wider curricular offer within the MFL department at Ealing Fields High School

- ensure all aspects of the KS3 schemes of work, curriculum and lesson level resources are outstanding
 - examination outcomes are outstanding in Years 7 and 8
 - ensure a rich wider learning offer is in place at KS3
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Outcomes

Achievement

- Achievement in Years 7 and 8 MFL is effectively monitored and areas of weakness are identified and addressed
- Achievement is outstanding in Years 7 and 8

Teaching

- Curriculum and assessment frameworks are clear and support outstanding progression
- All Schemes of work and all curriculum resources are outstanding
- All staff are confident and consistent in the planning and delivery of good and outstanding lessons
- KS3 standardised homework and quarterly assessments are robust, capture assessment objectives well and prepare students adequately for KS4.

Behaviour

- Student conduct within the key stage is uniformly outstanding

Leadership

- There is a clear vision for the development of the KS3 curriculum in Years 7 and 8.
- There is a clear vision for the enjoyment of MFL at KS3.
- Responsibilities for staff development, training and mentoring.

Other

- Online learning tools and resources are used effectively in years 7 and 8. Students and staff are trained adequately to ensure maximum effectiveness of online learning tools.
- Wider learning offer is outstanding.

Specific responsibilities and tasks

Achievement

Achievement in Years 7 and 8 is effectively monitored and areas of weakness are identified and addressed

- Analyses of results (under guidance of the Head of MFL) to monitor progress of students and cohorts (including Pupil Premium) in Y8 and Y7 after each key assessment.
- Responsibility for using department tracking systems effectively across MFL in Years 7 and 8.
- Provide regular feedback to the Head of MFL about progress of students, and to discuss issues with delivery and progress as they arise.
- Responsibility for system for identification of student causes for concern.
- Responsibility for system for identification of more general concerns.
- Responsibility for supporting Head of Department in evaluating prior attainment of students on entry.
- Support class teachers to address underachievement.
- Celebrate student successes.

Achievement is outstanding at all key stages

- Identify areas of underperformance and ensure improvement plans drawn up and delivered
- Agree and monitor intervention strategies for individuals / cohorts where appropriate
- Lead / Manage interventions as required (at individual or group level)

Teaching

Curriculum and assessment frameworks are clear and support outstanding progression in Years 7 & 8

- Review and improve the curriculum framework for the department at KS3
- Liaise with Head of Department over proposed course changes.
- Ensure that the linear standardised assessments are available for Y7 and Y8 and that teachers ahead of termly assessment points, including mark schemes and student feedback sheets.
- Provide training and support for staff teams in lesson and curriculum planning
- Ensure all unit overviews for Years 7 and 8 are clear and use the consistent Copia formats to provide an appropriate framework for the design of outstanding lessons
- Ensure that the differentiated schemes of work are refined and improved for the year 7 and 8 curricula
- Refine, develop and improve all curriculum resources (including lesson PowerPoint slides, use of Copia, additional online resources, text books as appropriate)
- Ensure that the lesson PowerPoint slides and other teaching and learning resources are outstanding and available on Copia in the consistent format (including differentiated learning outcomes, lesson prep, consistent visual clues for AFL etc.)
- Ensure Copia for the department is well utilised to support students of all abilities to make progress and develop effective independent learning behaviour
- Undertake routine monitoring of learning via formal measures (e.g. work scrutiny/book looks) and casual monitoring (checks of student planners etc.)

All staff are confident and consistent in the delivery of good and outstanding lessons in Years 7 and 8 classes

- Support the Head of Department to ensure curriculum and teaching and learning policies for the department are in place and well understood by staff teams
- Ensure good practice guidance/exemplars in relation to teaching and learning are shared

Behaviour

Student conduct and learning behaviour within the department is uniformly outstanding in Years 7 and 8

- Agree department behaviour policy (in line with whole school policy) and ensure it is consistently used
- Support department post-holders in enforcing behaviour rules
- Monitor students' learning conduct and behaviour as a measure of their engagement with MFL (e.g. work scrutiny/book looks)
- Ensure Whole School policy on lesson prep and homework is consistently and effectively used.

Leadership

There is a clear vision for the enjoyment and application of MFL in Years 7 and 8

- Development and management of new PowerPoint lesson resources and ensuring that the refinement of the curriculum is outstanding.
- Ensuring all staff understand the vision for improving the KS3 curriculum and are well-trained to support its development.
- Development and management of the KS3 wider learning offer is outstanding.
- Undertake performance management of members of the department where required.
- Support Head of MFL in taking forward formal staffing procedures as required.

Post-holders within the department are well supported to carry out their roles

- Support HOD in performance management of staff
- Undertake regular coaching and mentoring of department members
- Ensure all KS3 teachers are confident and consistent in their use of department-wide systems
- Effective management of KS3 support staff (Teaching Assistants / Technicians)
- Responsibility for all Health and Safety procedures

The curriculum in MFL for Ealing Fields meets the Twyford Trust gold standard

- Liaise with Head of MFL to devise a MFL Curriculum framework for Ealing Fields School in Yrs 7 & 8
- Customise materials utilised in the Twyford Trust and make available via Copia
- Support the delivery at Ealing Fields School as appropriate
- Manage the enrichment \ wider learning programme within the MFL Department e.g. MFL Club, extended MFL Elective Programme

All teachers within the delivery teams use departmental and whole school systems consistently and well

- Liaise with Head of MFL in creating a handbook of departmental practices (electronically and in hard copy)
- Monitor day to day classroom practices to ensure they are in line with stated policies
- Undertake effective self-evaluation of MFL in the Core Curriculum and the Elective Units as appropriate

Other

All staff are expected to make a contribution to the wider life of the school (enrichment activities, clubs, trips and visits or support activities).

Mainscale job descriptions have been drawn up in line with the National Teachers Standards (DFE 2012); these also apply to all management post holders.

Key measures of success

- 75% of students on target in internal /external assessments
- Internal VA measures
- Performance management outstanding
- Quarterly analyses completed
- Quality assurance of KS3 curriculum is outstanding

Person specification

	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • University Graduate with a good degree • Qualified Teacher Status • Relevant successful experience as a teacher within a high achieving secondary school • A proven record of success in raising standards • Experience of curriculum development and monitoring delivery at Middle Leadership and whole school level • Experience of the use of student results analysis outcomes to inform practice and target improvement • Experience of curriculum design • Successful experience of managing whole school change • Successful experience of team leadership & management of staff • Knowledge of the requirements of the National Curriculum and KS3/4/5 courses • An understanding of recent curriculum and teaching/learning developments • An ability to develop effective curriculum resources in Y7/8/9 to meet the needs of the full ability range. • An understanding of the strategies required to motivate and enthuse all students across the age and ability range to ensure progression as part of a whole school approach to raising achievement. • An understanding of the processes and techniques required to assess record and report students' learning effectively • A commitment to the principles and practices of Assessment for Learning • A commitment to developing Literacy and ICT skills • An ability to use ICT programmes and packages to promote learning • An understanding of the role of your subject within the wider curriculum 	<ul style="list-style-type: none"> • Evidence of further professional development • An understanding of the importance of, and a willingness to participate in, extra-curricular activities.
Personal Qualities	<ul style="list-style-type: none"> • A strong commitment to and ability to articulate & model the values of the Twyford Trust 	<ul style="list-style-type: none"> • A practising Christian

	<ul style="list-style-type: none"> • A firm approach to discipline, and good classroom management skills • An ability to work within, lead and motivate a team • An ability to generate enthusiasm for the MFL • Is committed to the highest standards in all areas of school life (behaviour, academic, enrichment). • Has a strong grasp of contemporary educational issues • A proven team worker with a very strong commitment to collaboration • Has outstanding communication and interpersonal skills • Able to set challenging and achievable targets and ensure their delivery • Good time management/ able to multi task • Willing to contribute to the rich life of the school, including its extra-curricular offer • Clarity of vision/strategic thinker 	
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The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.