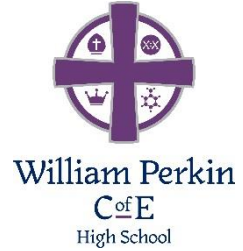




## Twyford Church Of England Academies Trust

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



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## 2 i/c MFL - William Perkin CE High School

### Job Description

<b>Job Title:</b>	<b>2 i/c MFL</b>
<b>Grade:</b>	<b>Main Professional Grade + TLR 2c (£6,646pa)</b>
<b>Line Manager:</b>	<b>Head of department</b>
<b>Supervisory Responsibility:</b>	<b>Classroom teachers</b>

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### Main purpose of Post

To achieve outstanding outcomes in the curriculum and wider curricular offer within the MFL department in conjunction with the Head of Department and other departmental post holders. Specific responsibilities will be adapted to the successful candidate's strengths.

- Ensure all aspects of the schemes of work, curriculum and lesson level resources are outstanding
  - Examination outcomes are outstanding
  - Ensure a rich wider learning offer is in place
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### Outcomes

#### Achievement

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

#### Teaching

- Curriculum and assessment frameworks are clear and support outstanding progression in MFL
- 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
- Standardised homework and quarterly assessments are robust, capture assessment objectives well and prepare students adequately for the next Key Stage

#### Behaviour

- Student conduct and learning behaviour is uniformly outstanding

#### Leadership

- There is a clear vision for the enjoyment and application of MFL
- Post-holders within the department are well supported to carry out their roles
- The curriculum in MFL meets the Twyford Trust gold standard
- All teachers within the delivery teams use departmental and whole school systems consistently and well

#### Other

- Wider learning offer is outstanding

## Specific responsibilities and tasks

### Achievement

#### **Achievement is effectively monitored and areas of weakness are identified and addressed**

- Analyses of results (under guidance of the Head of Department and with support of other post holders) to monitor progress of students and cohorts (including Pupil Premium) after each key assessment.
- Responsibility for using department tracking systems effectively across MFL
- Provide regular feedback to the Head of Department about progress of students; 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**

- 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**

- Review and improve the curriculum framework for the department as and when appropriate
- Liaise with Head of Department over proposed course changes.
- Ensure that the linear standardised assessments are available for 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 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
- 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**

- 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 is uniformly outstanding**

- 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**

- Ensuring all staff understand the vision for improving the curriculum and are well-trained to support its development.
- Development and management of the 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 including beginning teachers as required.
- Ensure all teachers are confident and consistent in their use of department-wide systems.
- Responsibility for all Health and Safety procedures.

### **The curriculum in MFL meets the Twyford Trust gold standard**

- Liaise with Head of Department to revise the curriculum framework as and when required.
- Ensure materials are customised from, and align with, those available on Copia for all Trust schools. Ensure materials resources are stored on Copia.
- Support curriculum delivery across all key stages as appropriate.
- Manage the enrichment \ wider learning programme within the Department, including the Extended Elective Programme.

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

- Liaise with Head of Department in revising and improving the handbook of departmental practices (electronically and in hard copy).
- Monitor day to day classroom practices to ensure they are in line with stated policies.
- Online learning tools and resources are used effectively. Students and staff are trained adequately to ensure maximum effectiveness of online learning tools.

## **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). For this role the following specifics apply:

- Support and/or lead Trust residential trips abroad as and when appropriate (at least one in the calendar year)
- Support and/or lead day trips for MFL as and when required
- Ensure the department offers at least one extended elective (club) each term
- Support with the organisation and/or delivery of wider learning opportunities for the following key groups: Language Scholars, Future Linguists, MFL reps
- Ensure there is a wide variety of wider learning opportunities in MFL

*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

- Public examination results – headline target figures (KS4 and KS5, as appropriate to post)
- External evaluation systems (Alps and Alis at KS5 and Raise-online at KS4, as appropriate to post)
- 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
- Uptake of MFL at KS5 (depending on key stage responsibility of post)
- Progress of students to MFL related courses in training, FE or HE (depending on key stage responsibility of post)

## Person specification

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

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A strong commitment to and ability to articulate &amp; model the values of the Twyford Trust</li> <li>• A firm approach to discipline, and good classroom management skills</li> <li>• An ability to work within, lead and motivate a team</li> <li>• An ability to generate enthusiasm for the English</li> <li>• Is committed to the highest standards in all areas of school life (behaviour, academic, enrichment).</li> <li>• Has a strong grasp of contemporary educational issues</li> <li>• A proven team worker with a very strong commitment to collaboration</li> <li>• Has outstanding communication and interpersonal skills</li> <li>• Able to set challenging and achievable targets and ensure their delivery</li> <li>• Good time management/ able to multi task</li> <li>• Willing to contribute to the rich life of the school, including its extra-curricular offer</li> <li>• Clarity of vision/strategic thinker</li> </ul>	<ul style="list-style-type: none"> <li>• A practising Christian</li> </ul>
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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.*