



Twyford Church Of England Academies Trust

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



Subject Leader of German – William Perkin CE High School

Job Description

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| Job Title: | Subject Leader of German |
| Grade: | Main Professional Grade + TLR2a (£2,721pa) |
| Line Manager: | Head of Department |
| Supervisory Responsibility: | Department post-holders |

Key Outcomes & Specific Responsibilities

Curriculum & Assessment

- **Curriculum and assessment frameworks support outstanding progression**
 - Responsibility for creating, evaluating and updating Unit Planners in Year 8-13 German, in line with Trust topic structure
 - Overseeing the organisation, production and quality assurance of lesson resources for all units in Year 8-13 German
 - Design and produce all Standardised Assessment materials for Year 8-13 German in collaboration with other MFL departments within the Trust
 - Ensure that Go4Schools is set up and up-to-date with all Year 8-13 German Standardised Assessments and that it is completed as necessary by teachers of Year 8-13 German
 - Ensure that the KS3-4 curriculum and assessment framework effectively prepares students for KS5 German
 - Liaise with other MFL Departments within the Trust to ensure consistency for comparing delivery of Schemes of Work and progress across the Trust
- **All staff are confident and consistent in the delivery of good and outstanding lessons**
 - Clear communication with the department in meetings and briefings regarding Curriculum and Assessment for Year 8-13 German
 - Leading sharing of good practice relating to curriculum development for Year 8-13 German in department meetings and briefings
 - Responsibility for the appropriate areas on M Drive and COPIA with relevant materials
- **Resources, including COPIA, are used effectively to support and enhance students' progress**
 - Updating all resources on COPIA for Year 8-13 German
 - Ensuring that there is a variety of revision materials and links on COPIA for students to access
 - Overseeing the organisation, production and quality assurance of lesson resources for all units in Year 8-13 German

Achievement

- **Achievement is outstanding in Years 8-13 (75% meeting their target)**
- **Achievement in Years 8-13 German is effectively monitored and areas of weakness are identified and appropriate intervention implemented**
 - Ensure that teachers are completing Year 8-13 German Standardised Assessments in accordance with the curriculum and assessment framework and monitor results
 - Ensure that teachers of Year 8-13 German complete quarterly teacher results analyses
 - Complete Department Quarterly Results Trackers for Year 8-13 German
 - Co-ordinate and oversee intervention strategies for Year 8-13 German, e.g. Intervention Classes, Support Cards, Additional Resources
- **Uptake of German at all Key Stages is good**
 - Identify students to start studying German in Year 8 based on Year 7 French results in collaboration with the Head of Department
 - Promote German as a GCSE option subject to be selected at the end of Year 9, to ensure a good-sized group
 - Promote German as an A-level option subject to be selected at the end of Year 11, to ensure a good-sized group

Leadership

- **There is a clear strategy and communication with the development of curriculum, assessment, tracking and intervention in KS3-5 German**
 - Lead department communication e.g. in meetings and briefings, related to KS3-5 German
- **Lessons in KS3-5 German are good or outstanding**
 - Work collaboratively with the Head of Department to monitor teaching and learning at KS3-5 German and ensure that lessons are good or outstanding
 - Work collaboratively with the Head of Department to monitor and evaluate books and marking in KS3-5 German
- **New staff are well supported and inducted by the department, especially responsibility holders**

SMSC / Wider Learning

- **There is a variety of extracurricular opportunities for students of Year 8-13 German**
 - Work collaboratively with Head of Department, Head of Languages Specialism, and teachers of German to ensure that there are regular and varied Extended Electives and Trips, provided by the department as a whole
 - Promote extracurricular KS3-5 German activities and monitor effectiveness
 - Lead or co-ordinate trips to Germany as appropriate
- **Student positions of responsibility at KS3-5 are used effectively**
 - Work collaboratively with Head of Department to monitor and co-ordinate MFL Form Reps, Language Scholars and future linguists

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