



<b>Post Title:</b>	<b>Languages Co-ordinator (MFL, EAL and Community Languages)</b>
<b>Salary</b>	<b>TLR2b</b>
<b>Principal Accountabilities</b>	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To support the Catholic ethos of the school and to safeguard the well being of pupils in school.</li> <li>To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.</li> <li>To be accountable for pupil progress and development within the MFL Department.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher.</li> <li>To support the Head of Humanities and Languages with leading, managing and developing the subject/curriculum area.</li> <li>To effectively manage and deploy support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li> </ul>
<b>Reporting to:</b>	Head of Humanities and Languages/Link SLT/Headteacher
<b>Liaising with:</b>	Other Department teachers and leaders, Pupil Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.
<b>Working Time:</b>	195 days per year. Full time
<b>Disclosure level</b>	Enhanced
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>To lead in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>To formulate the Department's development plan and its implementation.</li> <li>To plan and prepare courses and lessons.</li> <li>To contribute to the whole school's planning activities.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>To assist the Head of Humanities and Languages to ensure that the curriculum area you teach in provides a range of teaching which complements the school's strategic objectives.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>Within your department to manage the process of curriculum development and change so as to ensure continued relevance to the needs of pupils, examining and awarding bodies and the school's Mission and Strategic Objectives.</li> </ul>
<b>Staffing:</b>  <b>Staff Development</b>	<ul style="list-style-type: none"> <li>To continue personal development in your relevant subject areas including subject knowledge and teaching methods</li> <li>To actively engage in and undertake Appraisal Review(s)</li> <li>To make appropriate arrangements for classes when absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.</li> <li>To participate in the school's ITT programme.</li> </ul>

<b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the Department and School.</li> <li>• To ensure effective/efficient deployment of classroom support.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To implement departmental and school improvement planning processes within your department.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To review from time to time methods of teaching and programmes of work.</li> </ul>
<b>Management of Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>• To complete the relevant documentation to assist in the tracking of pupils and to inform teaching and learning.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> </ul>
<b>Communication:</b>	<ul style="list-style-type: none"> <li>• To ensure effective communication/consultation as appropriate with the parents of pupils.</li> <li>• To communicate effectively with the Head of Humanities and Languages and Heads of Year.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the School liaison and marketing activities, e.g. Parents' and Open evenings.</li> <li>• To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To manage the process of ordering and allocation of equipment and materials within your department.</li> <li>• To assist the Head of Humanities and Languages to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To assist the Head of Humanities and Languages with monitoring and supporting the overall progress, attendance and development of pupils within the department.</li> <li>• To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>• To contribute to PSHE, SMSC, Citizenship and Enterprise according to school policy.</li> <li>• To assist the Head of Humanities and Languages to ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Other Specific Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To engage actively in the appraisal process.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li></ul> |
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.