

# Felpham Community College

## Job Description

### Curriculum Leader - MFL

<b>Post purpose:</b>	<ul style="list-style-type: none"> <li>To provide professional leadership of students' progress in MFL in order to secure high quality educational experiences and high and improving standards of learning and attainment.</li> </ul>
<b>Reporting to:</b>	<ul style="list-style-type: none"> <li>SLT Line Manager</li> </ul>
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>MFL Curriculum Area</li> </ul>

**In addition to the professional duties outlined in the TMS Job Description the holder will have responsibility for the following areas.**

<b>i.</b>	<p><b>The strategic direction and development of the subject</b></p> <p>The Curriculum Leader will:</p> <ul style="list-style-type: none"> <li>Create and implement departmental policies and procedures, which reflect the College's commitment to high achievement through effective learning and teaching</li> <li>Plan, implement and evaluate the Curriculum Quality Plan (CQP)</li> <li>Be responsible for producing and reviewing Schemes of Work (SoW) assessments and Curriculum Profile</li> <li>Contribute to the development of overall improvement policies and college self evaluation</li> <li>Monitor progress and evaluate the standards of teaching and learning</li> <li>Collaborate closely with colleagues to promote and model the highest standards of teaching</li> <li>Co-ordinate all administration associated with the Curriculum Area</li> </ul>
<b>ii.</b>	<p><b>Learning and teaching</b></p> <p>The Curriculum Leader will:</p> <ul style="list-style-type: none"> <li>Secure, sustain and promote effective learning and teaching within the subject appropriate to the needs of all students – sharing good practice where appropriate, intervening where not.</li> <li>Evaluate the quality of teaching and its impact on student progress and use the findings to inform planning and classroom practice.</li> <li>Employ and evaluate effective strategies to ensure college attainment targets are met.</li> <li>Evaluate the standards of student achievement using evidence and set clear targets for improvement.</li> <li>Work collaboratively with Year Leaders and other colleagues to promote highest standards of learning and behaviour.</li> <li>Analyse student progress using appropriate data and set clear targets for improvement.</li> <li>Have an extensive, well-informed and critical understanding of current initiatives in teaching and learning and implement as appropriate.</li> </ul>
<b>iii.</b>	<p><b>Leading and managing staff</b></p> <p>The Curriculum Leader will:</p> <ul style="list-style-type: none"> <li>Have a clear vision for the development of the curriculum area</li> <li>Lead staff through example, model the highest standards of teaching and provide clear feedback, good support and sound advice to others</li> <li>Lead and promote the ongoing professional development of staff through training and through setting consultative performance management targets</li> <li>Lead colleagues in evaluating the impact of their teaching on raising students' achievement</li> <li>Involve staff in the creation and implementation of department plans and policies</li> </ul>

	<ul style="list-style-type: none"> <li>• Take the lead in motivating, supporting and mentoring colleagues in the adoption of good practice</li> <li>• Ensure the Governors and SLT are well informed about policies, plans, priorities and targets</li> </ul>
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iv.	<p><b>Efficient and effective deployment of staff and resources</b></p> <p>The Curriculum Leader will:</p> <ul style="list-style-type: none"> <li>• Lead and manage the efficient deployment of teaching and <b>(where appropriate)</b> technical staff</li> <li>• Identify and employ appropriate resources for the subject(s) and ensuring their effective use</li> <li>• Ensure a safe, secure and stimulating environment for the learning and teaching of the subject</li> <li>• Be responsible for efficient management of curriculum finance</li> <li>• Access in-house and outside agency support as appropriate to support student well-being</li> </ul>
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*It is assumed that the Curriculum Leader works closely with the Headteacher, via the Line Manager, in each of the four key areas.*

1.	The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2.	This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3.	<i>Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the DBS before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.</i>
4.	Every member of staff has a responsibility to safeguard and promote the welfare of children

# **Curriculum Leader**

## **Person Profile**

### **Personal**

- A passion and skill for learning and teaching
- Enthusiasm and optimism
- An intention to be open-minded and flexible
- A well developed sense of humour
- The stamina and resilience to cope with the demands of the job

### **Leadership and Management**

- Strong leadership qualities with a record of initiating and achieving educational excellence
- The ability to inspire others to achieve success
- A genuine commitment to consultation and the courage to take tough decisions
- Successful team leadership which has led to managed change
- An understanding of how data can be turned into results

### **Communication**

- Good presentation skills with the ability to communicate to others the validity of a case
- The ability to listen but also to argue constructively
- Written skills of a high order
- A determination to build professional relationships and work sensitively with all colleagues

### **Professional**

- A history of professional development
- A variety of professional experience
- Experience of raising student achievement
- Knowledge and understanding of the full range of curriculum provision