



# West Park

*'A caring school where we put pupils and their achievement first'*

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## **JOB DESCRIPTION**

Job Title:	Second in Modern Foreign Languages
Reports to:	Head of Department
Salary:	Main Pay Range or Upper Pay Range + TLR2

### **Job purpose**

- To support the Head of Department in leading the development and implementation of the new curriculum throughout KS3 and KS4.
- To review and improve the Teaching and Learning throughout the department, delivering specific CPD when necessary and monitor its impact on student progress.
- To ensure students thrive in their learning journey and raise the profile of the department through celebration of students' achievements.

### **Key Responsibilities**

- Support the Head of Department in the successful running of the department:
  - Collaborate in the development and implementation of the new curriculum at KS3 and KS4
  - Monitor the new curriculum delivery and its impact on students' learning, through high quality assurance, monitoring and evaluation of systems in place
  - Assist in the development of robust assessment strategies in all skills
  - Monitor students' progress and lead on improvement strategies.
- Deputise in the absence of the Head of Department.
- Develop and implement policies and practices for Modern Foreign Languages which reflect the department's commitment to high achievement, and which are consistent with school strategies and policies.
- Raise the profile of Modern Foreign Languages in the school.
- Work closely with staff in the department to raise the quality of Teaching and Learning, and deliver relevant CPD when required.
- Plan and prepare well-structured, clearly presented lessons appropriate to the abilities of all students' and the syllabus being taught.
- Make sure that the classroom is a stimulating environment that facilitates learning .
- Generate enthusiasm for the subject being taught and inspire all students' to work to their potential.

- Promote high standards of behaviour by encouraging a positive, proactive approach to studying and build productive relationships with students.
- Set homework which is appropriate to the student's ability and their wider workload, following School policy.
- Assess students' work accurately and regularly, giving thoughtful and meaningful feedback.
- Promote high standards of organisation.
- Improve, update and maintain materials and resources as needed.
- Complete written assessments and reports according to guidelines and deadlines.
- Be accessible to and supportive of students', staff, parents and the wider community, as appropriate.

### Current Specific Responsibilities

To be discussed with the successful candidate.

### Review of Duties

The key purpose, key responsibilities and specific responsibilities of the job are subject to review and may, after discussion with the post holder, be revised.

### Qualifications and Training

- Degree in Modern Foreign Languages is preferred, 2:1 degree is desirable.
- Qualified teacher status is essential, not suitable for ECT.