



Castlebrook High School

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Academy Principal: Mrs S. Armstrong BA (Hons), NPQH

Department Learning Co-ordinator – MFL Job Description

Grade: MPS + TLR2B

Core purpose and objectives of the post:

- To uphold the values and beliefs of the Shaw Education Trust and be unwavering in a commitment to improve, accelerate and enable ambitious life goals for all our learners
- To successfully strategically lead and line manage the MFL department to move it to outstanding.
- To ensure the highest standards of teaching and learning, learner attainment, progress and behaviour across the department.
- To be enthusiastic, passionate, creative, flexible and innovative with the drive and determination to successfully contribute to whole school improvement.
- To support at all times the positive ethos, values and policies of the school
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with
- To assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be committed to significantly contributing to the extracurricular and enrichment life of the school through for example educational visits

Core duties specific to this post:

The Department Learning Co-ordinator will:

- Be a role model for good and outstanding teaching and professional practice in the school
- Strategically lead and line manage the Department to secure a minimum of good teaching leading to at least good progress across the Department
- Have excellent subject knowledge of Spanish and French
- Be able to successfully teach MFL across Key stages 3 and 4 and demonstrate a range of successful teaching and learning strategies
- Be able to work effectively as part of a team
- Be able to demonstrate excellent learner progress
- Be a dedicated team player who develops excellent relationships with learners and colleagues
- Be a professional who communicates clear expectations and promotes at all times positive behaviour for learning
- Be a leader who can engage, inspire and challenge staff and learners to develop a love of learning
- Be accountable for leading, managing and developing the Department area by example at all times
- Effectively line manage and deploy teaching/support staff, financial and physical resources within the department
- Be accountable for raising standards for learner progress and development within the Department
- Ensure that all teachers within the Department regularly assess learners' work in line with school policy, giving appropriate feedback (formative and summative) and use learner data to plan differentiated tasks in lessons and homework

- Monitor and evaluate the quality of provision within the Department, to include the curriculum, quality of teaching and learner outcomes
- Develop and enhance the teaching practice of others and when appropriate challenge under-performance where the current Teachers' Standards are not being met
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims of the school
- Create a vibrant, learning environment across the Department
- Attend progress meetings after every KPI data input across the academic year
- Be responsible for the line management and appraisal of the teachers within the Department
- Participate in the recruitment and development of teaching and non-teaching staff of the Department
- Contribute to good leadership and management practice, by ensuring positive staff participation, effective communication and procedures
- Provide professional advice and support and the identification of CPD needs

Class Teacher responsibilities:

- To undertake such duties as their respective Line Manager or the Principal may determine as reasonably falling within the role
- To undertake whole School duties as may be reasonably determined by the Principal
- To carry out the duties of a teacher as set out in the current Teachers' Standards Document (September 2012)
- To develop learners' Literacy and Numeracy skills within a specialist subject area
- To differentiate learning tasks to ensure all learners within a group make progress in every lesson, liaising with Special Support Assistants as necessary and effectively deploying additional support in the classroom
- To regularly assess learners' work and give appropriate AFL and feedback in line with school policy and use learner data to plan differentiated tasks in lessons and homework
- To ensure every learner knows where they are in their learning and understands the steps required to make continued progress
- To be an exemplary role model in terms of dress, behaviour, punctuality and attendance
- To attend and participate in Parent and Open Evenings as required
- To uphold the school's Positive Behaviour for Learning policy
- To participate in staff CPD and Professional Development opportunities
- To be a Form mentor
- To ensure that the learning environment is attractive, tidy, safe and conducive to learner learning
- To adhere to the school policies regarding Health and Safety, ICT usage and educational visits/trips
- To provide cover for staff in line with the 'Rarely Cover Agreement'
- Teachers on the Upper Pay Scale will be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards. In particular, teachers at UPS 3 will:
 - Make a distinctive contribution compared with other less experienced teachers
 - Contribute effectively to the wider team

Castlebrook High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of Shaw Education Trust you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. The school is committed to the ongoing professional development of all its employees.

Job Description prepared by:	Sign: Mrs S. Armstrong, Academy Principal	Date: February 2018
Agreed by Postholder:	Sign:	Date:

Department Learning Co-ordinator – MFL

Person Specification

SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience		
Good degree, teaching qualification in MFL	✓	
A recent and relevant middle leadership qualification i.e. NPQML	✓	
Outstanding classroom practitioner	✓	
Substantial successful classroom experience across the 11-16 range	✓	
Creative and innovative approach to teaching and learning which engages learners, secures their good behaviour and leads to at least good progress	✓	
Evidence of proven track record in driving up levels of progress including contextual groups such as Pupil Premium and the Most Able	✓	
Effective monitoring and evaluation of teaching and learning including lesson observations, work trawls and data analysis		✓
Ability to successfully relate to learners, staff, parents/carers, academy councillors and other key stakeholders	✓	
Excellent communication skills, both oral and written	✓	
Excellent time management	✓	
Ability to offer a firm but friendly approach and be self confident in dealing with both staff and learners	✓	
Good numeracy/literacy skills	✓	
Ability to lead by example and work effectively as part of a team	✓	
Commitment to significantly contribute to the extra curricular and enrichment life of the school through for example after school revision classes and educational visits	✓	
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Skills and Knowledge		
Contribution to or leading whole school improvement work including Continuing Professional Development	✓	
Safeguarding and Child Protection training or willingness to attend training	✓	
First aid qualification or willingness to attend first aid training	✓	
Special Working Conditions		
Ability to attend evening meetings	✓	
A willingness to run occasional after school and other revision classes	✓	
Personal Qualities		
The successful candidate will demonstrate the highest levels of personal and professional integrity at all times. They will need to demonstrate a positive outlook, energy, enthusiasm, resourcefulness, drive, the ability to motivate others, to be flexible and to work as part of a larger team.	✓	
A passion for learning and a desire to play a key part in the further development of Castlebrook High School to realise our ambitious and inclusive vision and to be the best school we can possibly be.	✓	
An excellent health and attendance record is essential. A high degree of professionalism is essential.	✓	

Safeguarding		
Two references which confirm no issues evident in terms of child protection, discipline or capability and positive relationships with learners, staff and parent/carers	✓	
Commitment to safeguarding young people, appropriate DBS record	✓	
Suitable to work with young children	✓	
Able to form and maintain appropriate relationships and personal boundary with children and young people	✓	