

**Job Description: Subject Leader: MFL  
Pre-Prep Department**



<p><b>Job Description</b>          Birkdale is an independent school for boys aged 4-18 and for girls in the Sixth Form. The Christian faith is of central importance to Birkdale. Stemming from this, our core values are:</p> <ul style="list-style-type: none"> <li>• care and respect for all</li> <li>• commitment to each other and to the school</li> <li>• the pursuit and celebration of excellence.</li> </ul> <p>We aim to give all pupils a strong academic education, while developing them as whole individuals prepared for their wider role as responsible citizens willing to serve the community</p>	
<p><b>Summary of the role:</b></p>	<p>To ensure that the Subject Department within the Pre-Prep Department at Birkdale Prep School is well coordinated, with a unified community that forms a coherent part of the whole school, and that boy's academic well-being and their achievements, continually reflect the school values as described within the mission statement and school principles</p>
<p><b>Job Title:</b></p>	<p>MFL: Subject Leader: Pre-Prep Department: Birkdale Prep School.</p>
<p><b>Location:</b></p>	<p>Clarke House, Clarke Drive, Sheffield, S10 2NS</p>
<p><b>Job Purpose:</b></p>	<p>To support the Head of Prep provide the leadership and management of MFL Subject Specific Matters within Birkdale Pre-Prep Department.</p>
<p><b>Reporting Line:</b></p>	<p>The Heads of Pre-Prep</p>
<p><b>Hours:</b></p>	<p>As per contract</p>
<p><b>Salary:</b></p>	<p>As per contract</p>
<p><b>Line management responsibility for:</b></p>	
<p><b>Main duties and responsibilities:</b></p>	<p><b><i>Promoting and safeguarding the welfare of children and staff whilst providing strategic direction and development.</i></b></p> <p><b>1. Policy/ Strategic Direction</b></p> <ol style="list-style-type: none"> <li>To support the Head of Prep in translating the vision for the school into agreed objectives, operational and business plans and take lead responsibility for MFL Subject Specific Academic Matters in the Pre-Prep Department: delivering the curriculum, teaching and learning.</li> <li>Be responsible for overseeing the implementation of new and agreed curricular initiatives within MFL in the Pre-Prep Department.</li> <li>To support the delivery of the school's ICT strategy to ensure ICT is used in an innovative way in empowering and engaging children to help improve their educational outcomes, through promoting the use of ICT within MFL.</li> <li>To contribute to development plans, through the submission of an MFL annual subject development plan to the Head of Pre-Prep to ensure the school is forward thinking.</li> <li>To support the delivery of extra curricular activities / clubs ensuring a rich variety of activities are provided for the children at Birkdale Prep School.</li> <li>To provide support to the SMT to ensure the smooth and effective day-to-day running of the school.</li> <li>To ensure that all Calendar items are entered on the school calendar in conjunction with the Deputy Head.</li> <li>To attend Staff meetings as requested by the Head of Prep.</li> <li>Regularly review, co-ordinate and evaluate MFL Subject Specific policies and procedures in line with Birkdale School policies.</li> </ol>

## **2. Teaching and Learning**

- a) Review the MFL subject schemes of work to support the learning within Birkdale Prep School and ensure that staff have high expectations, focus on academic rigour and are able to challenge and engage all the children to their individual ability level.
- b) To participate in a system of regular review of the MFL Syllabus - monitoring schemes of work, scrutiny of work, classroom observations and analysis of data to ensure that high standards of teaching and learning are maintained.
- c) Ensure that the MFL curriculum planning provides continuity and progression between year groups to facilitate the effective year-by-year transition of children and to maximise their learning.
- d) To provide support to the Head of Pre-Prep in working with staff to ensure the learning support needs of the children are supported and met.
- e) To provide support to the Head of Pre-Prep to ensure the appropriate welfare and well-being of the children and contribute to an ethos in the school where each child is valued, encouraged and able to thrive both educationally and personally.
- f) To provide support to the Head of Pre-Prep in leading the promotion of high standards of behaviour in relation to attendance, conduct, punctuality and appearance and supporting teachers in developing strategies for improving areas that may hinder the children's achievements.
- g) Provide a professional model for others, clearly demonstrating effective teaching, monitoring classroom organisation and displaying high standards of achievement, behaviour and discipline.
- h) To produce MFL medium term plans and schemes of work at the beginning of each term.
- i) To ensure that all MFL subject marking adheres to the school marking policy, and ensure that teachers' mark books are available for inspection (as requested).
- j) To lead MFL Department meetings upon request of Head of Prep/Head of Pre-Prep

## **3. Leadership and Management of Others**

- a) Lead by example, providing inspiration and motivation, and embody for the children, staff, headmaster, parents and wider community the vision, purpose and leadership of Birkdale Prep School.
- b) To provide support to the Head of Prep in developing positive working relationships with and between all staff, maintaining confidentiality as appropriate.
- c) To support health and safety and child welfare matters within the school including the safeguarding of the children.
- d) To support the Head of Pre-Prep in leading staff meetings, where the subject is featured, INSET days as well as Schools Subject Meetings.

## **4. Monitoring, Evaluation and Assessment**

- a) To lead the process of monitoring teaching within MFL to ensure that teachers are employing appropriate, engaging teaching strategies to secure effective learning across the breadth of the curriculum within the Pre-Prep Department.
- b) Evaluate innovative teaching and learning practices within MFL to keep the school curriculum up-to-date and maximise childrens' learning developments

	<p>within the Pre-Prep Department.</p> <p>c) Be responsible for the performance of staff and boys within MFL, to ensure the effective use of assessment data to inform teaching and learning within the Pre-Prep Department.</p> <p>d) To support the Head of Prep in ensuring that all staff within the MFL department at Birkdale Prep School contribute to and meet all such agreed deadlines for producing 'interim' and 'school reports'.</p> <p><b>5. Communications, Marketing and External Links</b></p> <p>a) To provide support to the Head of Prep in ensuring that the school's marketing strategies are implemented successfully.</p> <p>b) To provide support to the Head of Prep in ensuring the website is up to date and to encourage good press relations to celebrate the success of Birkdale Prep School.</p> <p>c) To provide support to the Head of Prep in monitoring and evaluating pupil recruitment to ensure Birkdale Prep School is fully-subscribed.</p> <p>d) To provide support to the Head of Prep for events and activities, which contribute to the marketing of the school through the demonstration of excellence at events such as Open Days and other public events.</p> <p>e) Develop and maintain relationships with Subject Leaders at other ISI/IAPS schools and professional bodies to maintain best practice and ideas.</p> <p>f) Work closely with the parent body addressing their concerns and ensure effective communication between parents and school.</p> <p>g) On request to take morning prayers and other such occasions that help foster the spiritual, moral, social and cultural development of the boys.</p> <p><b>6. Management of Resources</b></p> <p>a) To support the work of the Head of Prep in establishing priorities for expenditure and manage the school budget.</p> <p>b) To ensure that, as MFL Subject Leader, appropriate requests for budget assistance are made when updating their subject plans.</p> <p>c) To ensure that all MFL subject resources are appropriately stored and looked after in accordance with subject policy documents.</p> <p><b>7. Training and Development of Self and Others</b></p> <p>a) To provide support to school's NQT / New Staff Induction programmes, within the Pre-Prep Department, to ensure that all new staff feel welcomed and appropriately briefed within the subject to undertake their responsibilities and make a significant contribution to the success of the school.</p> <p>b) Develop and maintain a culture of high expectations of self and others.</p> <p>c) Regularly review own practice, set personal targets and take responsibility for own development.</p> <p><b>8. Supporting the work of Birkdale School</b></p> <p>a) Liaise with other ISI/IAPS Schools Subject Leaders to share best practice, innovative ideas and lend / receive support when necessary.</p>
<b>Other</b>	You may also be required to occasionally undertake such other comparable duties as the Head of Prep requires.