

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



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:

- care and respect for all
- commitment to each other and to the school
- the pursuit and celebration of excellence.

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

Summary of the role:	To ensure that the MFL Department within the Prep Department at Birkdale Prep School is well led, 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
Job Title:	Modern Foreign Languages: Subject Leader: Prep Department: Birkdale Prep School.
Location:	Clarke House, Clarke Drive, Sheffield, S10 2NS
Job Purpose:	To support the Head of Prep provide the leadership and management of MFL specific matters within Birkdale Prep Department.
Reporting Line:	Director of Studies
Hours:	As per contract
Salary:	As per contract
Line management responsibility for:	
Main duties and responsibilities:	<p><i>Promoting and safeguarding the welfare of children and staff whilst providing strategic direction and development.</i></p> <p><i>1. Policy/ Strategic Direction</i></p> <ul style="list-style-type: none"> a) To support the Head of Prep, through the Director of Studies in translating the vision for the school into agreed objectives, operational and business plans and take lead responsibility for MFL Specific Academic Matters in the Prep Department: delivering the curriculum, teaching and learning, maintaining communication with the DoS and HoP in all developments in the subject. b) Be responsible for overseeing the implementation of new and agreed curricular initiatives within the MFL area in the Prep Department. c) Identify innovative teaching and learning practices within MFL in the Prep Department to inform changes that may need to be made to the curriculum to maximize learning opportunities. d) 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 the subject area. e) To contribute to development plans, through the submission of an annual MFL subject development plan to ensure the school is forward thinking. f) To support the delivery of extra curricular activities / clubs ensuring a rich variety of activities are provided for the children at Birkdale Prep School. g) To support the SMT to ensure the smooth and effective day-to-day running of the school. h) To ensure that all Calendar items are entered on the school calendar in

conjunction with the Deputy Head.

- i) Regularly review, co-ordinate and evaluate MFL policies and procedures in line with Birkdale School policies.

2. Teaching and Learning

- a) Review the MFL 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, reporting to the DoS as requested.
- b) To participate in a system of regular review: 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, reporting to DoS as requested.
- d) To support the Head of Prep in working with staff to ensure the learning support needs of the children are supported and met.
- e) To support the Head of 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) Provide a professional model for others, clearly demonstrating effective teaching, monitoring classroom organisation and displaying high standards of achievement, behaviour and discipline.
- g) To receive subject MFL medium term plans and schemes of work (as requested by the DoS) at the beginning of each term.
- h) To ensure that all subject marking adheres to the school marking policy, and ensure that teachers' mark books are available for inspection (as requested).

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 support the Head of Prep develop 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 Prep in leading staff meetings, where the subject is featured, INSET days as well as Schools Subject Meetings.
- e) To lead subject department meetings.

4. Monitoring, Evaluation and Assessment

- a) To lead the process of monitoring teaching within the MFL department to ensure that teachers are employing appropriate, engaging teaching strategies to secure effective learning across the breadth of the curriculum within the Prep Department and report to the DoS.
- b) Evaluate innovative teaching and learning practices within the subject to keep the school curriculum up-to-date and maximise children's' learning developments within the Prep Department.
- c) Be responsible for the performance of staff and boys within the MFL department, to ensure the effective use of assessment data to inform teaching and learning within the Prep Department and report to the DoS.

	<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 Grades and school reports.</p> <p>5. Communications, Marketing and External Links</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 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>6. Management of Resources</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 subject plans.</p> <p>c) To ensure that all subject resources are appropriately stored and looked after in accordance with subject policy documents.</p> <p>7. Training and Development of Self and Others</p> <p>a) To provide support to the school’s NQT / New Staff Induction programmes, within the 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>8. Supporting the work of Birkdale School</p> <p>a) Liaise with other ISI/IAPS Schools Subject Leaders to share best practice, innovative ideas and lend / receive support when necessary.</p>
Other	You may also be required to occasionally undertake such other comparable duties as the Head of Prep requires.