

Organisation:	Watergrove Trust
Academy	Falinge Park High School
Location:	Falinge Road, Rochdale, OL12 6LD
Job Title:	Subject Lead (Modern Foreign Languages)
Hours:	32.5 hours, working Term time only
Salary:	
Grade:	M1 – UPR3 PLUS TLR2C
Accountable to:	SLT Lead, Director of Area
Accountable for:	See below
Special Conditions of Service:	All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment. From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance.

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

The purpose of the Role

The role has been developed so that subject leads can focus on the following:

- Curriculum and assessment Intent, Implementation and Impact
- Improving teaching and learning within their subject area
- Raising Achievement and Attainment

RESPONSIBILITIES

The Postholder must:

- Perform his/ her duties in accordance with Equal Opportunities
- Ensure the Trust' Commitment to public service orientation and care of our customers is provided
- Be able to render regular and efficient service to undertake the duties of this post

Safeguarding

- Fulfil responsibilities and obligations in relation to the safeguarding of children

Financial

- Resources

Falinge Park High School, Falinge Road, Shawclough, Rochdale, Lancs. OL12 6LD.

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Equipment/Materials

- To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the post holder

Health/Safety/Welfare

- Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust

Training and Development

- The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust

Relationships (not exhaustive)

Headteacher	Senior Leadership Team	Teachers	Parents/Carers
Students	Associate Staff	Visitors	External Agencies

Values and Behaviours of the Trust/School

Our mission is to be ever “Providing more” to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

Coach
Challenge
Innovate

We are the Falinge Family: a school with a heart and soul.

A school where the importance of well-being is always considered.

We aim to be a fully inclusive school.

Our core purpose is to secure the best academic and personal outcomes for all pupils and instil a life-long love of learning. This will ensure that all learners believe in themselves and their future, have choices and the power to make them and are able to contribute positively to society.

Empowering all to: ASPIRE, THRIVE, AND ACHIEVE

FPHS has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

PRINCIPAL DUTIES

- Embody and fulfil the values of FP HS in this leadership role
- Keep up to date with educational changes within their subject specialisms
- Lead curriculum design within their teams
- Assessments are designed to measure the constructs and that assessments have purpose, valid inferences can be made; they are reliable and have value
- Assessment information is used to reframe teaching and learning and the curriculum;
- Lead planning meetings on a fortnightly basis to ensure that the aims of the curriculum are translated into the classroom.
- Improve teaching and learning within their subject areas through:
 - Working alongside teachers within their classrooms to improve practice
- Lead teachers through fortnightly planning meetings to ensure that the best teaching practice is being shared and acted upon
- Providing guidance and leadership on pedagogy
- Address variation within the teaching practice within their team in line with the school ethos;
- Ensure that Learning Goals within their subject areas are meaningful and manageable;
- Ensure that the Effective Feedback Policy is fulfilled so as to reduce variation and increase improvement
- Meet regularly with Directors and engage in professional dialogue
- Be prepared to meet weekly after school as part of their professional development in this area and school improvement
- Undertake Performance Development reviews in line with school policy and engage fully with this process for both self and others

STRATEGIC AND OPERATIONAL PLANNING

- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and faculty.
- Contribute to the curriculum area and faculty's improving performance and its implementation.
- Plan and prepare courses and lessons. Contribute to the whole school's planning activities

CURRICULUM PROVISION & DEVELOPMENT

- Assist the Director to ensure that the curriculum is constantly developing and improving
- Participate in the organisation of extra and co-curricular activities
- Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives

STAFFING

- Take part in the Trust/FP HS staff development programme by participating in arrangements for further training and professional development
- Continue your own professional development in the relevant areas including subject knowledge and teaching methods
- Ensure the effective/efficient deployment of classroom support
- Work as a member of a designated team and to contribute positively to effective working relations within FP HS

Headteacher: Mrs P O'Reilly

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DIVERSITY**

QUALITY ASSURANCE

- Help to implement FPHS quality procedures and to adhere to those
- Contribute to the process of monitoring and evaluation of the curriculum area/faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria
- Seek/implement modification and improvement where required. Review methods of teaching and programs of learning
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of FPHS

MANAGEMENT INFORMATION

- Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc
- Complete the relevant documentation to assist in the tracking of students
- Track student progress and use information to inform curriculum implementation
- Participate in the school's rewards programme

PASTORAL

- Be a Form Tutor to an assigned group of students
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole
- Liaise with Pastoral Leaders to ensure the implementation of the school's pastoral system
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required
- Contribute to the preparation of action plans, progress files and other reports
- Alert the appropriate staff to challenges experienced by students and to make recommendations as to how these may be resolved
- Communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- Contribute to THRIVE and CEIAG according to FPHS policy
- Apply the behaviour/relationship policy so that effective learning can take place

SECONDARY DUTIES

- Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / careers and the wider community and adhere to the principles expressed in the aims of the Trust
- Work collaboratively across departments with colleagues and students to ensure FPHS and Trust operates as effectively as possible to achieve its aims
- Develop collaborative working relationships with other managers and colleagues in the Trust

- To participate in programmes of training as a trainee and when required as a trainer facilitator.
- Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
- To demonstrate unconditional positive regard to all students in the academy at all times
- To undertake training to provide First Aid cover as required
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns as appropriate.
- Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
- To support and participate in team working across the Trust, including working within other areas/schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
- To undertake duties as part of the team Rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
- To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g., operate safe working practices including both mental and physical wellbeing.
- It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
- To attend and participate in meetings as required.
- Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
- Support the Academy and the Trust in meeting our legal requirements for worship
- Actively promote the Academy and Watergrove Trust corporate policies

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.

WATERGROVE TRUST Person Specification			
Academy:	Falinge Park High School	Post:	Subject Lead
Section	Modern Foreign Languages	Scale:	M1 – UPR3 PLUS TLR2C

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you **MUST SHOW YOU HAVE** to be considered for the job. There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you. For example: Where **(AF)** is indicated next to an *Essential Criteria* you **MUST** include details relating to this aspect in your **Application Form**. You must include examples from both paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) Desirable (D)	How Identified: Application Form Interview
Qualifications		
Qualified Teacher Status	E	AF, I
Appropriate Honours degree	E	AF, I
Other professional qualifications	D	AF, I
Knowledge, Ability & Personal Qualities		
The importance of safeguarding/child protection when working in a school setting.	E	AF, I
Subject Matter	E	AF, I
Teach subject to GCSE	E	AF, I
To teach an additional subject	D	AF, I
Intervention Strategies designed to raise attainment levels	D	AF, I
Strategies designed to increase students' motivation to learn	E	AF, I
Communication and interpersonal skills	E	AF, I
Ability to use ICT both as a classroom resource and as a management tool.	E	AF, I
Establish an excellent classroom climate and relations	E	AF, I
Identifiable record of raising standards of student attainment in your subject	E	AF, I
Plan lessons in line with relevant schemes of work and exam syllabuses	E	AF, I
Successful curriculum design and innovation leading to raised standards of achievement	E	AF, I
Model Excellence	E	AF, I
Communicate effectively with staff and students	E	AF, I
Teamworking and sharing of best practice	E	AF, I

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Enthusiasm and enjoyment of teaching	E	AF, I
Appropriate appearance and presence	E	AF, I
Take part in and lead co-curricular activities	E	AF, I
Sense of humour	E	AF, I
Values and Behaviours		
Please confirm you are willing to adhere to these values and behaviours. ASPIRE THRIVE ACHIEVE	E	AF/I
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment	E	AF, I
You will be expected to work outside normal working hours to participate in duties. For example, supporting at Open Evenings and other out of hours school events as and when required	E	AF, I
Full driving licence	D	AF, I

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