

ALL HALLOWS CATHOLIC HIGH SCHOOL

JOB DESCRIPTION

SECOND IN MODERN FOREIGN LANGUAGES

SPECIFIC RESPONSIBILITIES

SCHOOL LEADERSHIP

In addition to the responsibilities specified for a Teacher of Modern Foreign Languages the following responsibilities are specific to this post.

LEADERSHIP OF STAFF

- (a) Providing guidance and advice to staff who teach at KS3.
- (b) Assisting the Head of Department in developing a team of teachers within the curriculum area.
- (c) Keeping up to date with current thinking and initiatives at KS3.
- (d) To undertake the responsibilities of Team Leader for Appraisal when appropriate.

CURRICULUM AND SYLLABUSES

- (a) Ensuring that the KS3 Schemes of Work taught follow the aims of the Curriculum Area and the School.
- (b) Developing KS3 Schemes of Work in consultation with Head of Department.

PUPILS

- (a) Allocating pupils to appropriate teaching groups in consultation with the Head of Department.
- (b) Liaising with Learning Managers on the progress of pupils at KS3.

RESOURCES

- (a) Producing a programme of new and replacement equipment and resources required at KS3 in consultation with the Head of Department.

ORGANISATION

- (a) Assisting in the co-ordination of teaching programmes.
- (b) Preparing for and attending relevant meetings.
- (c) Developing Action Plans for the KS3 component of the curriculum area.
- (d) Development Plans in consultation with the Head of Department.

LIAISON WITH OUTSIDE AGENCIES

- (a) Meeting with parents at parents' evenings to discuss pupil progress.
- (b) Overseeing the transition of pupils from KS2 to KS3.

ASSESSMENT AND EVALUATION

- (a) Developing reports and reviews at KS3 in consultation with the Head of Department.
- (b) Developing assessments at KS3 in consultation with the Head of Department.
- (c) Ensuring that there is regular evaluation of the Curriculum and Schemes of Work at KS3.
- (d) Assisting the Head of Department in analysing assessment results and other data to inform the progress of pupils and to assist staff in setting Teaching and Learning objectives.