***JOB SPECIFICATION FOR ASSISTANT DIRECTOR OF MFL***

***TLR 2.1***

**Responsible to:**

Headteacher, SLT Line Manager of Science, Director of MFL

***Duties***

The responsibilities outlined in this job description are in addition to those covered by the latest School Teacher’s Pay and Conditions Document. It may be modified by the Headteacher to reflect or anticipate changes to the job, commensurate with the salary and job title.

**Leading Improvement and Raising Standards:**

* To Deputise for the Director of Faculty in their absence.
* To work closely with and support the Director of Faculty in managing the department ensuring high standards in all aspects of the faculty’s work.
* To actively promote the team ethos of the Faculty through supporting colleagues & establishing a culture of collaborative work, sharing best practice & resources.
* To develop teaching and learning strategies with identified staff to improve provision and student outcomes using coaching.
* To contribute to departmental training sessions to move the strategies of teaching and learning forward.
* In consultation with Director of Faculty and teaching staff, develop the Key Stage 3 and 4 curriculum to ensure it is broad and ambitious for all students and enables to students to master the knowledge and skills they need to be successful at GCSE and beyond.
* Ensure the Faculty are effectively delivering the curriculum and have access to resources needed to teach the individual schemes of work, including workbooks.
* To support the planning and delivery of lessons so they are of the highest standard possible
* Along with the Head of Faculty, to monitor standards of teaching and learning in the faculty (through planner monitoring, work scrutiny/book sampling, lesson observation, ‘drop-ins’ and student interview)providing support and challengewhere required to ensure all teaching within the faculty is good or better.
* To work collaboratively with other Faculties with strategies for student progress.
* Lead the Faculty’s participation in the CTG process; monitoring progress, identifying students at risk of underachievement and implementing interventions to create improved student progress, attainment and achievement. All students should make 1 grade progress per year in KS4
* To represent the faculty at CTG meetings and lead on the delivery of agreed interventions and to co-ordinate and monitor the effectiveness of faculty representation/intervention in CTG process.
* Monitor the progress of groups and individuals toward targets and ensure accuracy of data inputted in to trackers by random sampling and moderating of marked assessments/ tests/exams, book sampling and lesson observations.
* Along with the Head of Faculty, to both support and hold to account other members of the faculty regarding levels of progress made by their students
* To identify any gaps that are emerging between different groups in terms of progress and ensure appropriate strategies are put in place to response.
* To deliver additional booster sessions, one to one and small group work to identified target students and to co-ordinate the delivery of other such interventions from other members of the faculty.