



CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

SUBJECT LEAD JOB DESCRIPTION

Primary School Modern Foreign Languages (MFL) Subject Leader

Post: Primary School Modern Foreign Languages (MFL) Subject Leader

Reporting to: Deputy Principal (DP) and Primary Leadership Team (PLT)

Liaising with: Year Group Leads (YGL), Subject Leads (SL), Class teachers, Primary teachers of MFL and High School MFL staff

Purpose:

- Under the supervision of the Deputy Principal (DP) and working with the Head of Academic (HOA), the MFL Leader will take responsibility for developing the scope and sequence of the MFL curriculum, ensuring smooth links between EYFS, Key Stages 1, 2 and 3.
- Plan, deliver and develop an effective French & Spanish Curriculum throughout the school in line with the current British curriculum.
- He/she will also be responsible for reviewing assessment and reporting procedures and tracking students' progress across the school and transition to HS.

Key Responsibilities:

- assume responsibility for delivery of the prescribed curriculum and its further development.
- ensure continuity and progression through KG, Key Stages 1, 2 and on to Key Stage 3.
- liaise with Learning Support staff to ensure equity of provision; advise on enrichment and extension activities for more-able and support for less-able students.
- liaise with SL and YGL and offer advice with respect to the inclusion of cross-curricular references in subject planning.
- liaise with the PLT in monitoring and evaluating appropriate systems for assessment, record-keeping and reporting and measuring the impact of MFL across the school.
- work with the DP and HOA in the planning, implementation and development of curriculum-appropriate tools and procedures for formative and summative assessment, in order to encourage and reflect rigorous academic standards.
- work with the SENDCo, DP and YGLs to set meaningful targets at different age and ability levels, in the light of information gained from tracking students' progress.
- monitor and evaluate the teaching of MFL throughout the school, through classroom observations, scheduled checking of teachers' planning books and children's workbooks.
- raise the profile of MFL throughout the school through displays, exhibitions, events and days.
- establish contact with MFL specialists in the HS and in other schools, in order to be aware of UK, local and international trends and developments within the MFL curriculum.

- liaise with PLT to schedule professional development for staff where aspects of the MFL curriculum and its delivery are the focus.
- produce and update an annual set of curriculum guidelines, to give staff, parents and students an overview of curriculum content in each year group.
- make recommendations of subject-time allocation to PLT to assist in the planning and construction of the school timetable.
- carry out other curriculum-related tasks as assigned by the PLT.

Other Responsibilities:

The post holder will:

- be an expert in the field of MFL, supporting colleagues, as required to model excellent teaching and delivery of MFL.
- contribute to staff meetings, providing subject-related information, examples of good practice and in-house opportunities for professional development.
- keep staff informed of current developments within the MFL curriculum.
- seek out relevant courses, workshops, meetings and literature to assist in own Continuous Professional Development (CPD) needs and that of other teachers.
- liaise with MFL teachers in the High School to facilitate a seamless transition from Key Stage 2 into Key Stage 3 and beyond.

Resources and Budgeting: The post holder will be expected to

- keep an organized, informative and impactful information file relative to the subject leadership.
- monitor an inventory of MFL resources, noting the condition of these resources and organise, whereby materials can be borrowed and returned to an agreed location.
- advise the PLT of required materials, along with the need to dispose of and replace.
- work with the PLT to prioritise effective resourcing within budget constraints, keeping up-to-date with latest research, materials and software in order to make informed recommendations to the PLT.

All Staff Are Expected To:

- Maintain confidentiality at all times with regard to student information and related school matters.
- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour.
- Uphold the school's behaviour code, uniform requirements and other regulations.
- Attend and participate in staff CPD sessions, school-based meetings, student performance meetings, Parent Teacher Consultations (PTC) and extra-curricular activities and clubs.
- Assist with various duties as assigned by the Principal, according to the needs of the school.

Safeguarding

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Post holder Name: _____ Date: _____

Post Holder Signature: _____

Primary School Principal: _____ Date: _____