**Calday Grange Grammar School  
Job Description** 

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| **Assistant Curriculum Leader** **Communications and Creative (Modern European Languages)** | |
| Salary Range: | MPS/UPS + TLR 2:2 |
| Accountable to: | Head of Faculty |
| **Job Purpose:** | |
| To support the Head of Faculty in leading the Faculty’s provision across the school and to ensure the best possible learning and outcomes for students in Modern European Languages across Key Stages 3 to 5 thereby ensuring consistent, effective and high-level approaches to the Quality of Education in the Faculty. | |
| **Principal Duties and Responsibilities** | |
| **Overall accountability:**  Accountable to the Faculty SLT link and the Head of Faculty.  **To support the Head of Faculty and Faculty Curriculum Leaders in the following areas:**   * Ensure consistent approaches to the Quality of Education by overseeing and tracking curriculum design across Modern European languages * Ensure colleagues are upskilled in short, mid and long-term planning for their own classes and that this is linked to adaptive teaching practice and intervention * Promote the career possibilities and inherent value of learning a language to both students and parents * Ensuring that appropriate home learning is set and marked across all Modern European Languages according to policy * Ensuring feedback is given by teachers and reflected on by students consistently across all Modern European Languages according to policy * Monitoring the quality of the teaching and learning of students across the Modern European Languages using the monitoring of both formative and summative assessment as a starting point * Ensure that subjects are planning for intervention where required to improve teaching and learning * Working with the Assistant Headteacher - Head of Pastoral and Learning Support team to ensure that individual students receive appropriate support and that appropriate links are made so that the curriculum meets their needs * Lead and contribute to the Faculty development plan, throughout Key Stages 3,4 and 5 across Modern European Languages * Ensure that adaptive teaching is implemented in all lessons across all Modern European Languages * Ensure that the school’s Behaviour Policy is implemented and used consistently across Modern European Languages * To support the line management of colleagues across the curriculum area * To support the development of numeracy and literacy across the school * Conducting student voice regarding progress and curriculum issues at key stages of development * Undertaking coaching and mentoring of teaching staff to ensure the effective induction and supervision of new departmental colleagues. * Staff appraisal * To meet the statutory Teachers’ Standards and role model them across Modern European Languages * To undertake any other duty as directed by the Headteacher/SLT * To work evenings during open days representing the Creative and Communications Faculty and whole school events as directed   Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified | |

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| **Disclosure** |
| The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding.  The post holder is subject to Enhanced Disclosure from the Disclosure Barring Service and any other statutorily required clearance. |
| **Other** |
| * This appointment is with the Governors of the school under the terms of a contract signed by the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation * All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection * All employees are expected to be flexible in undertaking their duties and meeting their responsibilities * Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description * The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition * This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade |

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| Date of issue: | March 2025 |