

Job Description

Subject Leader of Languages MPS/UPS plus TLR1C
September 2023



At Durham Johnston Comprehensive School everyone's first responsibility is to work towards the fulfilment of the school plan. While job descriptions vary, our common commitment to the welfare and success of our young people does not.

General Responsibilities

- To demonstrate, by professional behaviour, leadership and outcomes commitment to Durham Johnston's ongoing success.
- To fulfil the role of Subject Leader, taking responsibility for achievement, behaviour and leadership within the department.
- To support, develop and manage colleagues and to create and maintain a strong team ethic.
- To bring issues of concern or success within the department to the attention of the Leadership Group.
- To work with the Leadership Group in promoting high quality teaching, learning and assessment within the department
- To manage the day-to-day tasks within the department such as planning department meetings and preparing cover work for absent colleagues.
- To support colleagues in maintaining discipline and good order both within the department, around school and while on duty.

Specific Responsibilities

- To lead and develop the Language curriculum to ensure learning is presented in a logical and sequential manner across the department and there are smooth transitions between Key Stages 2, 3, 4 and 5. This should be reviewed annually.
- To lead the Languages departmental quality assurance programme and ensure that assessment is consistent, accurate and reliable. To work with and support colleagues where this is not so to ensure improvement.
- To take responsibility for achievement through examination reviews, data collections and other monitoring in Languages in line with school policies.
- To identify and track progress of key groups in Languages and to lead intervention in Languages liaising with relevant colleagues where appropriate.
- To report to Leadership Group and Governors as required.
- To lead department meetings, discussions with colleagues, implement agreed decisions and development and enable all colleagues to realise decisions in the classroom.
- To ensure the department are informed about curriculum changes and external assessments affecting all Languages qualifications.

Job Description (Cont.)

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- To oversee the creation and distribution of Language resources to the department and to identify where new resources are required, to delegate development of such where reasonable.
- To prepare and lead the presentation of materials relating to Languages at open evenings.
- To be a focal point for colleagues concerns about Languages and to offer support and advice.
- To promote high quality teaching and learning within the department. To know best practice in Language teaching and to disseminate that to colleagues to support and develop them.
- To collaborate effectively with other schools and supportive networks to share good practice.
- To liaise with colleagues to ensure vulnerable, SEND and EAL pupils receive appropriate additional support where required and their subject specific learning needs are at the heart of departmental planning.
- To lead on behaviour management and deal with behavioural issues that impact progress of students in the department. To develop trace forms and other monitoring methods. To contact parents and to arrange detentions as appropriate in line with the school behaviour policy.
- Day to day administration including examination entries (in accordance with STPCD)

This job description is current and was reviewed in January 2023, but following consultation with you, may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title. All posts will be reviewed annually.