

Job Description

Head of Department: MFL

Responsible to: Headmaster

* Closing date for applications is …26th September 2018
* References will be taken up prior to interview
* Interviews will take place week commencing …1st October 2018

MAIN DUTIES AND RESPONSIBILITIES:

* To support the ethos of the school;
* You are expected to teach Spanish and French throughout the school.
* To participate fully in the boarding, sporting and cultural life of the school; this will include boarding house duties, assisting with sports and activities, and assisting with school trips and events.
* To support the Headmaster and Senior Management Team in the good management of the school and in the evolution and delivery of policies and the curriculum;
* To be responsible for the efficient and effective running of the department and all that that entails
* To attend INSET, Management and Faculty meetings as required.
* To be the Headmaster’s and Senior Management Team’s adviser on all issues relating to the subject.
* To manage the other teachers within the department and deal with issues as they arise to ensure the smooth running of department.
* Maintain and develop department initiatives within School and the wider community, and being alert to new ideas that will enhance the educational experience of students in your department.

# Specifically to ensure that:

* They establish and implement a strategic department development plan, which is regularly monitored and evaluated to inform future planning.
* They develop and implement policies and practices for the subject area, which reflect the School’s vision, commitment to high achievement, effective teaching and learning and good student behaviour.
* They maintain and update the department handbook on at least an annual basis in an electronic form and present to the Director of Studies as required.
* Schemes of work are in place for all year groups and, where appropriate, that such schemes of work are in accordance with the current specifications laid down by examination boards.
* Schemes of work are adhered to, reviewed and evaluated annually and modified, in writing, as appropriate, ensuring continuity and progression. The Director of Studies shall have an electronic copy of the current scheme of work.
* They coordinate schemes of work where more than one teacher is involved in teaching one age group.
* Liaise with the teachers in the preparatory department to ensure that schemes of work in that area are appropriate and lead smoothly into the work of the senior school.
* Good order and discipline is maintained among students in accordance with school policies and to ensure that the students’ health and well-being is safeguarded at all times, whether activities occur on of off the school premises.
* Their own teaching is to the highest possible standard which promotes learning and raises all students’ achievement. Teaching must also promote students’ spiritual, moral, social and cultural development.
* They monitor and review pupil performance and setting of pupil performance targets within the department.
* They oversee the writing and administering of internal assessments for all students, writing class tests for teaching groups or individuals, according to need.
* They ensure that appropriate study is set and marked regularly.
* They manage their teaching team, monitoring teaching and learning, and oversee target setting to ensure that all students are able to achieve their full potential. Where possible devolving responsibilities and delegating tasks to members of the team.
* They organise and chair regular departmental meetings, with agendas and minutes recorded.
* The teaching of colleagues within the Department is of the highest possible standard; (including, where appropriate, lesson observations using the agreed College protocols)
* They supervise and direct the work of peripatetic/ancillary staff within their Department
* Academic records are kept showing the effort, achievement, progress and targets set for students in line with department and School policies and practice.
* Students’ achievements are reported in line with department and School policies and practice.
* The department’s performance against YELLIS and ALIS targets shall be regularly monitored with the added value of the department being a significant positive residual.
* To set and agree targets for the department in line with YELLIS and ALIS and to report on examination performance as required.
* Curriculum development shall be permanently under review.
* Each member of the department receives appropriate INSET designed to meet the strategic needs of both the department and the College as well as the professional needs of the individual.
* The annual departmental budget is bid for using the agreed school procedures
* There is full management of a departmental budget including ensuring that the departmental budget is applied for at the appropriate time and is based upon the true probable costs. That the budget takes full account of curriculum development and that the allocated budget is adhered to and not exceeded during the financial year.
* The department is adequately resourced with text books and equipment within the allocated budget.
* The selection of subject related books within the library are stimulating and appropriate and that the librarian is advised fully of the department’s requirements. The ordering of library books falls within the remit of the librarian and within the library budget.
* Student discipline is maintained by the use of rewards and sanctions (in cooperation with the Deputy Headmaster).
* The room(s) assigned for the use of the Department provide a stimulating environment and have relevant, exciting and educational displays - celebrating students’ own work wherever possible.
* All subject rooms and equipment are well-maintained and cared for. Rooms shall be maintained in good condition and decorative order in consultation with the Bursar and Maintenance Department;
* To organise and undertake educational trips and visits and to be responsible for the preparation of Risk Assessments where appropriate.
* To ensure compliance with the College’s Health and Safety Policy
* To ensure that, in all ways, their department shall be amongst the most successful departments within the country.
* Overseeing the identification of and monitor provision for gifted students, liaising with the Head of SEN.
* The use of IT within the department for both teacher and student use is fully promoted.
* Public examination entries are completed within the requested timeframe, in liaison with the examination officer.
* The Department Assessment policy is implemented and reviewed annually.
* They assess potential scholarship candidates by means of entrance papers, performance tests and interview and report results to the scholarship committee.
* They encourage staff to develop and establish a positive working environment.
* They participate positively in the College’s Performance Management scheme and use the process to develop the personal and professional effectiveness of the whole department.
* They assist in the recruitment, appointment and induction of new staff.

**Pastoral & Communication**

* They act as the point of first contact for subject related issues raised by parents or guardians.
* They liaising with the Pastoral Team in order to gather and report relevant and meaningful information about students.
* They support and monitor the use of all College reporting systems, e.g. mark orders/ tutor reports and parents’ evenings.
* They undertake pastoral responsibilities and duties within the School each term.
* They offer support for the School’s Activity programmes each term including one Sunday Activity.
* They attend parents’ evenings, and other meetings with parents/guardians as and when required.
* They attend or support School events
* They support the School in the recruitment of new students and attend/participate in School Open mornings/evenings as required.
* They preserve and foster the good name of the School in all dealings with the wider public.
* They commit to one evening boarding duty each week during term time, (if required). (There is additional remuneration for this).

**General**

Undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the SMT from time to time.

The post holder’s duties must at all times be carried out in compliance with the School’s Equal Opportunities, Welfare , Education and other policies designed to protect employees or service users from harassment.

S/he must take reasonable care of health and safety of self, other persons and resources whilst at work, co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the School’s Health and Safety policy.

It is the duty of the postholder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The postholder should also counteract such practice or behaviour by challenging it or reporting it to senior management.

**Person specification**

* Well qualified graduate (or equivalent) with QTS
* Gifted teacher
* Proven record of academic success
* Personal dynamism and infectious enthusiasm
* Good inter-personal skills
* Good class discipline and class management
* Well organised
* Committed to educational excellence and the fulfilling of children’s potential
* Committed to the ethos of boarding education
* Willingness to be involved in the extra-curricular life of the school

**Application process**

* Application may be via a completed Application Form but **must** also include a letter of application (no more than one side of A4) together with the names and addresses of two referees

**Signed in Agreement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**