



MILLFIELD

DEPARTMENT OF LANGUAGES

Head of Languages

FULL TIME, FROM SEPTEMBER 2017

MILLFIELD

Millfield is one of the largest co-educational boarding school in the UK with over 1200 pupils, aged 13-18. The pupil body is comprised of 75% full boarders and 25% day pupils. Located in Street in Somerset, the school is set in 150 acres of beautiful campus with outstanding facilities including an Olympic sized pool, two gymnasiums, a golf course, equestrian centre, concert hall, theatre, art gallery and music centre. The Prep School, for ages 2-13, is located eight miles away at Glastonbury.

The school has in its 80 year history achieved significant growth. Established in 1935 by Jack 'Boss' Meyer with six princes from India, today it is an international, multi-faith school welcoming young people from all backgrounds and over 70 nationalities.

Millfield may be one of the bigger independent schools, but its ethos remains to discover and develop the potential of every pupil. The school has been structured to make sure it is friendly, approachable and focused on the unique needs of each individual.

Millfield provides a broad and balanced education which not only prepares pupils for public examinations but also gives them the confidence to achieve success throughout their adult lives. The school offers an exceptionally wide range of courses whilst still allowing pupils' programmes to be tailored to individual needs. Innovation remains at the heart of the school with a commitment to continually refine how to offer an exceptional and fully rounded education. Recent examples of this include the launch of Nine at Millfield, a dynamic Year 9 programme, and the use of pupil iPads to promote digital learning

THE DEPARTMENT

The Languages Department works as a close team to enable our pupils to achieve their potential and to make the study of Classics and foreign languages (and cultures) stimulating to all. Each Head of Language works collaboratively within and across language subjects to optimise expertise and performance. The Department has eighteen full-time and two part-time members of staff. We benefit from five Foreign Language Assistants, one in each language, who work primarily with Sixth Form pupils. The Head of Department is given ten hours of clerical support per week.

French, German, Italian, Mandarin, Spanish, Latin and Classical Greek are offered from years 9 to 13.

In year 9 we offer four languages to pupils of all abilities: French, German, Italian and Spanish. Pupils in the higher stream have the additional choices of Latin (plus Classical Greek within their Latin curriculum time for the top set) and Mandarin. Lower stream pupils are encouraged to continue with their one foreign language for three years to GCSE level. Higher stream pupils study two languages in

year 9 and are encouraged to pursue them both to GCSE. Strong linguists have the option of starting a third language in year 10. Bilingual and native speakers have the opportunity to sit qualifications but are not taught. To maintain our range of languages we offer Latin, French and Spanish as Continuer's languages and German, Italian and Chinese Mandarin as beginner's languages.

Exam boards used are Edexcel for GCSE German and Mandarin and for IGCSE French and Spanish; Cambridge for IGCSE Italian; and AQA for Level 1 / 2 Certificate in French and Spanish (Year 11). As of September 2016 we also offer the new AQA GCSE in French, German and Spanish, and follow the AQA A level course in these languages. Italian follows the Edexcel A level course and Mandarin follows Cambridge Pre-U. Classics follow the OCR board for both GCSE and A level.

In Modern Languages, we seek to make pupils proficient in the five skills of listening, speaking, reading, writing and translating and to give them a good understanding of grammar. Foreign Language Assistants support pupils' learning in small groups or one to one sessions. In all languages, we believe in using a variety of teaching materials to make lessons stimulating and challenging; teachers have access to published and 'home-grown' resources which are available on the school intranet. The languages office houses a photocopier and workspace for five computers used by the assistants and our clerical staff. We use a computer-based language laboratory and all teachers have their own classroom with a networked computer, data projector, and audio facilities; all classrooms have an interactive whiteboard. The department embraces the use of mobile technology: iPads have been issued to all staff to enhance teaching and learning. In addition, a particular feature of Millfield is that set sizes are small, typically averaging 8 - 14 pupils. Teachers also offer support to pupils in workshops outside the timetable.

We encourage and nurture the use of the target language in and outside the classroom. A programme of visits abroad is organised which includes homestay visits to France, Italy, Germany and Spain and cultural visits to Greece. We hold several regular events at the school including our annual Welcome to the Sixth Form event and Linguists' Dinner, Festival of Languages, French and Spanish play and the verse reading competition in Classics.



THE ROLE

We seek to appoint an enthusiastic and well qualified graduate, with experience or demonstrable potential to lead and support the six language subjects that constitute the department. You will have experience of teaching one or two Foreign languages to A level and either French or Spanish to GCSE. You will be an outstanding classroom practitioner who demonstrates a love of learning and who has the ability to instil this same passion in pupils and staff. You will have the ability to successfully and collaboratively create and implement strategies to nurture pupils' progress in and enjoyment of Foreign languages and Classics. You will be an inspiring leader who is fully conversant with the use of ICT and mobile technology to aid learning. The breadth of languages offered at Millfield is an invaluable asset to the curriculum: in collaboration with the Heads of Language you will champion language learning across the school and maintain the balanced provision by offering an innovative and appealing range of qualifications and a programme of events to motivate and enthuse pupils.

The Head of Languages reports to the Assistant Head (Teaching and Learning) and the Deputy Head (Academic).

DEPARTMENT RESPONSIBILITIES

Responsible for:

- (i) Specifications, schemes of work, departmental handbook, evaluation of external examination results, departmental self-review and target setting
- (ii) Departmental timetable and examination arrangements
- (iii) Management of departmental budget and ordering resources
- (iv) Health and Safety in the department
- (v) **Teaching Staff**
 - appointment (with Headmaster), induction and training
 - appointment of staff to formal positions of responsibility within the department (with Headmaster)
 - delegation of departmental responsibilities
 - career development
 - oversight of professional development
 - professional development review meetings
 - observe lessons and complete work scrutiny
 - encourage the take up of INSET opportunities and other forms of professional development
 - encouragement of staff to take departmental, school or external posts of responsibility
 - maintenance of academic standards through regular monitoring of classroom teaching and pupil assessment
 - monitor overall staff loading
 - weekly and other departmental meetings
 - report and ensure cover for staff absence
 - monitor and advise on subject report writing
- (vi) **Technical/Support Staff** (where appropriate)
 - appointment (with Personnel Manager)
 - organisation and direction
 - monitor, support and encourage

(vii) **Pupils**

- maintenance of high (academic) standards
- ensure appropriate setting
- ensure access to differentiated materials
- discipline in the department and departmental sanctions
- advice on your subject at Millfield and in Higher Education
- assessment record keeping
- recommendation for academic prizes
- monitoring progress of and target setting for individual pupils
- encouragement of out of classroom activities

EXTERNAL

- Millfield Prep School liaison
- Setting and marking 13+ and Sixth Form Scholarship papers
- University liaison
- Professional bodies
- HMC Canford Group, subject conferences, LEA schools
- Examination Boards
- Advice and information for parents

INTERNAL

Work with other senior staff as necessary:

- Other Heads of Department – in areas of overlap and common interest
- Deputy Head (Academic) and Assistant Head (Teaching and Learning) – curriculum, resources, development, teaching and learning issues, staff welfare and INSET
- Curriculum Co-ordinator – examinations and timetable
- Heads of Year and Houseparents – pupil welfare
- Senior Tutors – pupils' academic progress and programme
- Estates Manager – Health & Safety and maintenance of buildings

Contribute as requested to working parties established from time to time to examine and recommend on specific issues.

BENEFITS OF SERVICE

Millfield School has high expectations of its staff and therefore looks to reward them with generous salary scale increments and beneficial conditions of service. All teachers are offered membership of the Teachers' Pension Scheme and have longer holidays than the maintained sector. Class sizes are small (typical class sizes of 8-14) and most teachers have their own classroom. All teachers are issued with an iPad as part of our mobile learning project (there is a strong focus on the use of technology to support teaching and learning). A wide range of opportunities for professional development exist and staff are encouraged to develop their skills and consider career options at all levels. There is ample opportunity to take on additional responsibilities for which there are allowances.

Fee concessions are available across the pre-prep, prep and senior school. We also have a Salary Sacrifice scheme in place for fees which reduces the cost further.

Millfield is set in beautiful grounds and staff are welcome to make use of the extensive leisure and sporting facilities (which includes gym, swimming pool, golf course, tennis courts, squash courts etc.) for themselves and their immediate family.



All staff enjoy free on-site parking. Heavily subsidised lunches (of outstanding quality) and free refreshments are available throughout the day.

Each member of the teaching staff has a voice on professional matters via the Common Room Chair. The ability to join a strong community through a number of social events (Staff Bar, Staff sports leagues etc.) is encouraged.

Millfield is a dynamic and incredibly rewarding place to work with a strong sense of community

GENERAL INFORMATION

Full-time teachers at Millfield are expected to:

- Play a full part in the extensive games and activities programme.
- Be a group tutor attached to a boarding or day house.
- Be attached to a boarding house as a liaison tutor, doing a weekly evening duty, for which an additional allowance is paid.

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Staff are normally expected to find their own accommodation.

Millfield School has adopted the school-wide use of mobile technologies in teaching and learning, and applicants are expected to develop their own skills and teaching to make appropriate use of such opportunities.

Further information about the post can be obtained from the Head of Languages, Ms Corinne Coutand-Moore, on 01458 444343 or by e-mail on ccm@millfieldschool.com.