Scarborough College

JOB DESCRIPTION

Job Title:	Head of Modern Foreign Languages	**Reports to:**	Director of Studies
Date Last Reviewed:	February 2018		

GENERAL RESPONSIBILITIES

- To set high professional and personal standards in teaching, conduct, presentation and punctuality.
- To take a share in the general responsibilities of running the school and supervising of pupils, by carrying out duties in accordance with published schedules.
- To undertake the role of Form Tutor as and when required and carry out all duties and connected responsibilities including taking registers in accordance with regulatory requirements, contributing to the PHSE programme and following up on all pastoral and academic concerns for individual pupils in the form.
- To be aware of the College's policies and to comply with their recommendations and procedures.
- To support the College's commitment to safeguarding and promoting the welfare of children and young people at the school.
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate.
- To read daily notices and attend staff briefings and other staff meetings and act upon information or arrangements.
- To attend assemblies when on site.
- To attend the Parents' Meetings, Options Evenings, IB Evenings and other information-giving events for relevant year groups.
- To supervise and, when possible, teach any pupils whose teacher is not available to teach them.
- To participate in and co-operate with, the school's arrangements for the professional development of teacher performance.
- To demonstrate an interest in continuing professional development and educational developments.
- To communicate effectively in meetings with colleagues, parents, etc.
- To communicate potentially important information to Form Tutors, Heads of Tier and/or SMT.
- To contribute to the College's extra-curricular and boarding activities programme beyond normal teaching hours and at weekends.

TEACHING RESPONSIBILITIES

- To teach timetabled lessons and undertake all necessary preparation for the teaching of these lessons.
- To follow structured schemes of work which ensure continuity and progression from Prep to Senior School and within KS3, KS4 and KS5.
- To keep a check on absentees and follow up as appropriate.
- To select appropriate materials and methods of teaching including differentiated materials for children with special educational needs and EAL needs, and IEPs as appropriate.
- To establish good working relationships with groups and individuals and to encourage pupils to be actively involved in their own learning.
- To promote and maintain an environment where pupils feel safe and able to learn.
- To set and mark classwork and homework in accordance with College and departmental policies.
- To monitor pupils' performance and notify form tutors of pupils who persistently fail to meet deadlines.
- To set work for classes in cases of planned absence and for unplanned absence, if possible. To ensure that all equipment is available for such lessons.
- To keep records of pupils' progress and be prepared to discuss individual progress with relevant staff and parents.
- To write reports on pupils' progress and provide grades in keeping with the College's Assessment and Feedback Policy by the required deadlines.
- To prepare comments for references and UCAS applications as requested.
- To set and mark internal examinations, entrance assessments and scholarship papers and to invigilate such examinations as required.

TEACHING RESPONSIBILITIES – CONTINUED

- To know and comply with the requirements of the examination boards. To conduct or invigilate examinations of any kind including Controlled Assessment in accordance with such requirements.
- To review one's work both individually and within the school as a whole.
- To communicate with the Headmaster/Director of Studies over matters of curriculum, examinations, budget and resources, classroom management, staffing, staff performance and discipline.
- To attend and lead departmental meetings and to contribute to departmental discussions about policy, teaching methods, future plans, etc. To assist in the implementation of any agreed policy.
- To prepare for and assist with Open Days, Prizegiving and other major school occasions.
- To ensure that care is taken of departmental resources and ensure classrooms are tidy, with appropriate displays.
- To ensure that the classroom is a safe environment in which to work.

HEAD OF DEPARTMENT RESPONSIBILITIES

- To lead and manage the department in the following ways:

  - Manage, monitor and evaluate all forms of pupil learning and assessment
  - Formulate, in consultation with the Director of Studies and the Headmaster, the aims and objectives of the department.
  - Be responsible for creating and updating a Departmental Handbook to include the policies and procedures which are fundamental to the high quality teaching and learning.
  - Oversee syllabuses for public examinations.
  - Construct schemes of work within the department, ensuring adequate provision for children of all abilities including Special Educational Needs, EAL and those identified as 'most able'.
  - Evaluate, quality assure and performance manage departmental staff members' teaching and ensure that staff within the department effectively and regularly assess pupils' work.
  - Organise internal examinations and scholarship assessments.
  - Ensure all pupils' academic progress is effectively monitored and tracked with intervention strategies employed when necessary.
  - To provide MFL support, language extension and extra-curricular enrichment opportunities for those pupils deemed to be 'most able' in the subject.
  - Inspire and motivate pupils to develop skills, talents and attributes beyond the classroom.
  - For GCSE and IB, where required by the regulations applying to the particular examination subject, a Head of Department, or delegated representative, should attend the prescribed meeting for the subject.
  - Oversee the internal moderation of the assessment of pupils' work.
  - Attend GCSE and IB results days to meet with students and parents as necessary.
  - To produce an annual departmental Public Exam Performance Review for SMT and to work collaboratively in the production of specific academic and T+L targets.
  - To produce a Departmental Development Plan which is updated annually.
  - To promote the study and enjoyment of languages within classes and within the College as a whole.
  - To organise the College's participation in external challenges and competitions.
  - To liaise with the College Librarian regarding publications, texts and other media which supports modern languages learning within the school.
  - To be responsible for the regular provision of 'MFL clinics' whereby pupils can access further subject specific help outside of lesson time.
  - To liaise, as necessary, with EAL and Learning Support teachers.

HEAD OF DEPARTMENT RESPONSIBILITIES – CONTINUED

- *Leading and Developing Colleagues*
  - Be responsible for mentoring departmental staff within the Professional Development Programme.
  - In the case of absent colleagues, take responsibility for the setting of work and the proper oversight of classes.
  - Promote awareness and understanding of subject related issues and principles throughout the Prep and Senior schools. Where appropriate, act in an advisory capacity for Prep School staff where specialist subject knowledge is required and engage in regular dialogue over the provision of languages within KS1 and 2.
  - Monitor the departmental quality of teaching and pupils' learning systematically and regularly, feeding the findings through to the Director of Studies.
  - To supervise student teacher placements and assist with tutoring NQTs.

- *Organisational and Financial Awareness*
  - Chair departmental meetings, which should include the taking of minutes which are shared with SMT.
  - Assist, where appropriate, with the recruitment and deployment of staff.
  - Assist, support and develop initiatives for the recruitment of pupils.
  - Ensure the proper management of the departmental budget.

HOURS OF WORK

During College terms the Head of MFL will work all College hours while the College is in session and at any other time (including during College holidays, at weekends and before and after the College's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmaster for the proper performance of his/her duties and according to the normal practice of independent boarding schools.

EXTRA CURRICULAR AND ADDITIONAL DUTIES

In keeping with normal practice in independent boarding schools, all non-resident teaching staff will, in addition to any teaching responsibilities, put their skills and talents at the disposal of the College for the benefit of the pupils in the following ways:

- To contribute to extra-curricular provision including undertaking supervised prep and offering non-curricular after school clubs and activities.
- All non-boarding teaching staff contribute to the boarding activities programme which will include occasional weekend days in addition to occasional cover of evening duties when required.
- Staff are expected to contribute to extra-curricular events taking place at weekends, including the likes of sports fixtures, rehearsals, academic clinics etc.

All additional activities are greatly appreciated. In most cases, staff will exceed the minimum expectation of requirements and in all cases it is understood that the overall commitment of any individual must be taken into account.