

## HEAD of MODERN LANGUAGES

### INTRODUCTION

Cranleigh School seeks to appoint for September 2018 a well-qualified, visionary and enthusiastic teacher to lead the Modern Languages Department. This post would provide an excellent opportunity for an experienced and innovative teacher with a proven track-record at Sixth Form Level and Oxbridge. The candidate should be able to offer Spanish to A-Level and Oxbridge, and the ability to teach a second language to GCSE level would be desirable. The role will involve leading the teaching and learning of Spanish at all levels at the school as well as being responsible for Modern Languages in general and line managing the Heads of French and German.

In addition to his/her academic leadership position the successful candidate will also have the opportunity to play a full role in the life of a very busy and successful school.

Cranleigh School is a leading fully co-educational independent boarding and day Senior School consisting of around 630 girls and boys of 13 – 18 years of age. There is also a Preparatory School on the opposite side of the road which has around 330 girls and boys.

### THE CURRICULUM

Upon arrival at the school in IVth Form (Year 9), all pupils take at least one MFL, and many take two. In French, the focus is on deepening pupils' grammatical understanding and developing skills commenced at CE level, whereas in Spanish and German a beginners' programme is available to give pupils the grammatical and lexical foundation required to commence the GCSE course. Increasingly, pupils arriving at the school have some prior experience of Spanish as well as French, and therefore the IVth Form Curriculum in Spanish caters for both continuing and *ab initio* students.

At GCSE, the Spanish and French departments follow the AQA reformed syllabus whilst the German department uses the Edexcel IGCSE. At this level, the focus is on developing pupils' four language skills to secure excellent grades in all areas of the examination. All Cranleighans take one MFL at GCSE level, and each year we have a good number of pupils choosing to study two.

At Sixth Form level numbers are strong for Modern Languages, and pupils can choose to study a two year AS or the full linear A-level. These qualifications are currently taught separately. At this level, the cultural components of the courses come to the fore, and the successful applicant for this position should be experienced in the teaching of literature and film at A-Level, since this is now a core component of the curriculum.

### THE DEPARTMENT

There are currently eight teachers of Modern Languages at Cranleigh, all of whom teach more than one language. In addition, the school has a conversation assistant for each language and Sixth Form pupils enjoy pair or individual sessions with the assistants on a weekly basis. The departmental team is a friendly and open one, committed to providing all pupils with the opportunity to fulfil their potential and teachers are innovative in their approaches to pedagogy. Weekly department meetings give the opportunity for colleagues to share good practice and resources as well as discuss pupil progress.

Lessons are taught in 50 minute periods and take place within a well-resourced, purpose-built classroom block, with each teacher having their own classroom. Teachers are all issued with a school iPad and are strongly encouraged to make use of this resource in their teaching.

## RESPONSIBILITIES OF THE POSITION

A Head of Department at Cranleigh is responsible to the Head and to the Deputy Head Academic and is expected to operate effectively in three broad areas:

- Academic leadership
- Administration
- Team management

Specific responsibilities include:

### **Academic Leadership**

- teaching to the highest standard across all year groups, aiming to be the foremost exponent of the teaching of the subject within the department;
- overseeing the continuing development of the schemes of work across the age-range;
- keeping abreast of changes to the curriculum and, in conjunction with the Deputy Head Academic, choosing specifications for the department;
- contributing to the preparation of students for higher education (including Oxbridge);
- leading the development of innovative pedagogy in the department;

### **Administration**

- taking responsibility for staffing, rooming, timetabling and setting for the department;
- leading weekly departmental meetings;
- providing written reports, report grades and summative assessment marks and departmental reviews by the deadlines set;
- managing the department budget;
- compiling the departmental development plan, reflection documents and annual review documents;
- organising staffing allocations for Languages department;
- compiling MFL detention rota;
- managing the work of additional language examination entries
- compiling the external examinations timetable and schedule.

### **Team Management**

- ensuring the continued professional development of all members of the department;
- mentoring PGCE and NQT student teachers in their development;
- undertaking work scrutinies and lesson observation.

## THE PERSON

Leading an academic department in such a busy school requires very high levels of organisation, enthusiasm, energy and commitment. We aim to recruit a visionary leader to guide the department through the recent curriculum changes, capitalising on the opportunities they provide for cultural awareness and development as well as linguistic proficiency. The successful candidate will set an outstanding example through his or her teaching, and contribute to strategic planning at Heads of Departments' meetings.

In addition s/he would be expected to get involved in all aspects of this busy boarding school including acting as a tutor to a group of students within a House including some of the delivery of the School's PSHEE programme. This would normally include one evening duty per week. All teachers are expected to contribute to the School's co-curricular programme and co-curricular activities alongside their academic responsibilities.

The accompanying information, 'Why teach at Cranleigh?' gives an impression of the ethos to which it is expected that the successful candidate will contribute.

If you have any questions or would like to discuss any aspect of the post informally, please get in touch with Mrs Angharad Simpson, Head of Spanish by email in the first instance: [ams@cranleigh.org](mailto:ams@cranleigh.org)

## THE APPOINTMENT

The appointment is from September 2018.

Candidates should state fully what their particular interests are and where they think they can make contributions to the wider life of the school.

Cranleigh School has its own salary scales significantly above the maintained sector and the successful applicant will be offered a salary commensurate with their qualifications and experience. Accommodation is available if required and salaries are adjusted accordingly. Significant fee concessions are available at both Cranleigh Preparatory School and Cranleigh School.

Further details and application forms are obtainable from the School website or the Head of School Administration. Candidates are requested to submit a brief letter of application, together with the completed application form supported by a full CV, as soon as possible and no later than **5.00 pm on Thursday 15<sup>th</sup> March**. Applications will be considered as they are received and should be sent to: The Headmaster, Cranleigh School, Horseshoe Lane, Cranleigh, Surrey, GU6 8QQ or via email to [mrp@cranleigh.org](mailto:mrp@cranleigh.org)

*We are committed to the safeguarding of children and enhanced disclosure screening will apply to this post.*