



Westcliff High School
for Boys

JOB DESCRIPTION

HEAD OF MFL

INTRODUCTION

The MFL Department at WHSB has grown considerably over recent years as we have embraced the teaching of Spanish and Latin. Accordingly, this is an exciting time to welcome a new Head of Department as we have introduced GCSE Spanish in September 2016 and hope to introduce A Level in September 2018. In addition, we have moved to a post-levels system of assessment, and the successful candidate will need to shape the curriculum and monitor its implementation and assessment.

The MFL Department at WHSB is strong, with over 30 students currently studying at least one Language in the Sixth Form. At GCSE, all pupils study at least one Language which is currently French, German or Spanish. A small number of pupils study two Modern Languages and the Department plays an important role in the extra-curricular life of the School. The Department needs a strong leader to oversee Teaching & Learning across the Department.

ACCOMMODATION AND FACILITIES

The Modern Languages Department is well-equipped. All pupils have a textbook which are *Studio* for French and *Viva* for Spanish, and our own WHSB textbook for German. We currently use the Cambridge iGCSE course and Studio from the beginning of Year 9. In German, we use our own GCSE course written specifically for WHSB and have introduced *Stimmt!* At Advanced Level, we have a wide range of materials including *Élan* in French and *Zeitgeist* in German. The Department also has a good supply of other textbooks and recorded listening materials.

The Department has its own Sixth Form Satellite TV Resource Centre in addition to a plentiful supply of CD and DVD players. Each of the five Modern Languages classrooms is equipped with loudspeakers. A specialist digital *Sanako* Language Laboratory, with places for 32 pupils, is a valuable resource of which all teachers make frequent use.

CURRICULUM

All pupils begin two Languages from a choice of French, German or Spanish in Year 7 and all continue the study of one or both Languages in KS4 to GCSE standard. Our teaching aims to give pupils not just the means to acquire linguistic competence but also a thorough understanding of the culture to which the Language belongs and which prepares the pupils well for Advanced Level.

To supplement the curriculum covered in School, there is a flourishing German Exchange which is open to pupils in Years 9 to 13. After a relationship of 34 years with our previous partner school in Münster, we now have a new partner school in Bonn. In recent years, it has become usual for Sixth Formers to undertake a period of work experience in Germany. The French Department offers trips to St Omer, Boulogne, Paris and Normandy, and we have a new exchange to a school in Rouen. Pupils at WHSB are interested in foreign exchanges and all they can offer.

EXAMINATION RESULTS

Results in all public examinations are very good and those who choose to continue their language studies at University generally do so at established Universities, including the Universities of Oxford and Cambridge. The Examination Board used for public examinations is EDUQAS for both GCSE and Advanced Level.

In summer 2016, 100% of French candidates at A2 Level in French and German were awarded A*-B grades. Both of these figures are considerably higher than the national averages. Our results at iGCSE were strong, and we await our first set of reformed GCSE results in 2017.

DEPARTMENTAL STAFF

The Modern Languages Department consisted of six full-time and two part-time specialist teachers of French, German and Spanish. Most of our colleagues in Modern Languages teach across two Languages, and we have a number of native speakers. The successful candidate will teach French and/or Spanish to Advanced and Oxbridge entrance level. The ability to teach two Languages will be an advantage.

The successful candidate will have oversight of the whole Department including our three Foreign Language Assistants, and will monitor teaching, assessment, reporting and standards across all four Languages. In addition, the successful candidate will give more localised leadership to either the French or Spanish Department. Within the Modern Languages Department, we anticipate that the successful candidate will work alongside the Head of German and the Head of Spanish or French, therefore some experience of managing staff is desirable.

JOB DESCRIPTION

POSITION: Head of Modern Foreign Languages

TLR: 1A (Currently £7,699)

Line of Responsibility:

The Head of MFL is responsible to the Assistant Head: Curriculum Co-ordinator

Line Management:

The Head of MFL is responsible for appraising (as appropriate) and line managing the work of the MFL Department.

Job Content: / Core Responsibilities:

The Head of MFL is

- 1 to provide for the Department guidance, advice and leadership on:
 - aims and objectives
 - Schemes of Work (which shall reflect the values the School seeks to inculcate)
 - teaching methods
 - Assessment, Recording and Reporting
 - the classroom environment
 - differentiationand to ensure that these matters are the focus of regular departmental discussion.
- 2 to determine, in consultation with the Curricular Co-ordinator, the choice of syllabus, Examination Board and course structure.
- 3 to manage the Department's staff and contribute to the School's Appraisal arrangements, in particular to monitor standards of teaching and assessment in the Department, to make recommendations on INSET, and to seek to achieve targets on examination results set out in the Departmental Development Plan.
- 4 to manage the Department's resources, human and material, and to have regard to the quality of teaching materials both purchased and internally prepared. This will also involve recommending suitable library acquisitions.
- 5 to ensure that the Department has in place arrangements to provide for the needs of pupils of differing abilities, including the most able and those who are within the School's Special Educational Needs provision.
- 6 to organize pupils into groups, to recommend the allocation of staff and to contribute to the appointment and induction of new staff. To be conscious of ways in which the engagement of others from outside School might enrich our curricular provision and to ensure the appropriate incorporation of such elements.

- 7 to ensure that members of the Department use information on prior pupil attainment in planning their teaching of particular groups and that the Department respects and follows the School's procedures for pupil tracking and target setting to enhance performance.
- 8 to monitor academic standards within the Department, to maintain pupil records, to identify difficulties with individual pupils and to generate solutions, to ensure that all report data is in SIMS and has been checked by published deadlines.
- 9 to ensure, through the use of departmental INSET time, that members of the Department are familiar with School and other relevant curriculum documentation and are responsive as well to relevant national developments and initiatives bearing on the work of the Department.
- 10 to motivate members of the Department and to give them the opportunity to contribute to policy. To maintain a record of matters discussed at meetings and to make a copy available for the Headmaster and the Curricular Co-ordinator.
- 11 to be responsible for the preparation and updating of coursework guidelines (if relevant) at GCSE and Advanced Level and to ensure that coursework submitted across the Department meets an appropriate standard.
- 12 to ensure that, within the Department, one member of staff has responsibility for the effective use of ICT and to ensure that that use promotes Teaching & Learning in accordance with whole-school policy.
- 13 to have a familiarity with the School's Policy on Health & Safety (H&S), to direct colleagues in the Department on H&S issues and to draw to the attention of the Facilities Manager any departmental matters covering H&S requiring attention.
- 14 to have overall responsibility for quality of displays in departmental teaching rooms and to ensure that arrangements are in place (using the designated Teaching Assistant) for the periodic changing of departmental display materials.
- 15 to contribute as requested to whole-school initiatives such as the Year 7 and Sixth Form Induction Courses.
- 16 to promote the Department in the School's wider agenda, e.g. via the website, *The Westcliff Diary* and through participation in the School's Outreach programmes.
- 17 to produce each year, according to agreed schedules, a written review of the Department's work, covering public examination results; Teaching & Learning in Years 7-13; staff development; departmental extra-curricular activity; departmental resources; and progress made towards meeting targets laid down in the School Development Plan.
- 18 to undertake such other duties, from time to time, as the Curricular Co-ordinator or the Headmaster may reasonably request.

CONDITIONS OF EMPLOYMENT




- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- To uphold the School's policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification at any time after consultation with the postholder.
- All staff members are required to participate in the School's Appraisal Scheme.



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Headmaster: Mr MA Skelly M.A.

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