DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

HEAD OF FRENCH
Band A (£28,660) – Band C (£47,298) plus Management Allowance 2 (£4,443)

We require, from January 2019 or earlier, a committed colleague with a real interest in the provision of quality and imaginative teaching of French to join the Faculty of Modern Foreign Languages.

The successful candidate will be expected to provide leadership and management of the Department of French and to teach across the age and ability range up to and including A level. The ability to teach an additional Modern Foreign Language would be an advantage.

Drayton Manor is a heavily oversubscribed and successful school. Student achievement is high with a value added score at A Level placing us in the top 12% of schools nationally and 50% of GCSE students achieving the English Baccalaureate. We are very proud of our ethos.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk

For further information and an application pack, please visit the Job Vacancy section of the school's website. For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12.00 noon, Tuesday 26 June 2018.

No agencies, faxes or CVs.

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JOB DESCRIPTION

JOB TITLE	Head of French
GRADE	Management Allowance 2
RESPONSIBLE TO	Deputy Head Line Manager
JOB PURPOSE	To take overall responsibility for the leadership, management and coordination of all work within the Department.

KEY TASKS:

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

- To liaise with senior staff, other Heads of Faculty/Department and Year Heads to ensure that school policies are implemented.
- To lead and involve all departmental staff in the development planning for their area.
- To represent the Department through the school's consultative structure and to consult with the Line Manager on matters concerning their Department.
- To manage all aspects of the curriculum within the Department to maximise student progress.
- To have overall responsibility for the Assessment, Recording and Reporting (ARR) within the Department.
- To manage effectively and efficiently all resources within the Faculty.
- To manage the development of staff in accordance with whole school, Department and individual needs.
- To represent the Department as necessary within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools etc.
- If there is no Head of Department or responsibility post holder in his/her own subject within the Faculty, to take on the role and responsibility of the Head of this subject.

- To promote a purposeful, disciplined and thriving learning environment within the Department which aims to raise student expectations and self-esteem.

- To lead Faculty self-review and evaluation.

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PERSON SPECIFICATION

POST TITLE Head of French Management Allowance 2

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	Essential	Desirable
Qualifications	• Qualified Teacher status • Degree • PGCE or equivalent	• MA or equivalent Recent INSET in French
Experience	• An effective teacher with at least two years' experience in French to all ages and ability groups • Successful experience of teaching A Level French • Evidence of administrative experience • Ability to develop a curriculum which is sensitive to the needs of all students • Ability to deliver a range of French areas	• Experience of developing the French curriculum • A post of responsibility within a Faculty/Department • Experience of organising extracurricular events
Ability/Skills	• Ability to lead a team and motivate colleagues • Imaginative and able teacher with ability to relate well to students • Ability to communicate effectively • Ability to liaise successfully with parents • To manage and be responsible for the efficient and effective use of Faculty/Departmental resources • Ability to manage a budget • Ability to professionally mentor, coach and develop Departmental staff • IT skills	
Equal Opportunities	• Awareness of equal opportunity issues and how these can be addressed in the classroom	
Safeguarding	• Commitment to safeguarding and promoting the welfare of children and young people	
Disposition	• Enthusiasm for and belief in the teaching of French within the comprehensive ideal • Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour	• A willingness to initiate curriculum innovation • Commitment to the notion of whole school policies

	• To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal • To believe in the importance of team work and a collaborative approach and be able to build supportive working relationships with colleagues both within and outside the Department • Evidence of commitment to and understanding of collective responsibility • All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for and comes into contact with	