Gildredge House Recruitment
Head of Modern Foreign Languages
Job Description

1. **Post**
   - Head of Modern Foreign Languages
   - Full-time

2. **Purpose of the Job**
   To provide professional leadership and management of the Languages Department to secure high quality teaching, effective use of resources and ongoing development of learning and achievement for all students, securing student progress and high standards of attainment. To contribute to the design and implementation of Gildredge House Language School in order to provide residential opportunities for visiting learners.

3. **Functional Relationships**
   The post-holder is responsible to the Head Teacher in all matters, and responsible for the support and development of a team of Languages teachers.

   The post-holder also interacts on a professional level with colleagues and will seek to establish and maintain productive relationships with them and to promote mutual understanding of the school aims with the purpose of improving the quality of teaching and learning in the school.

4. **Particular Responsibilities**
   The particular responsibilities attaching to the post of Head of Languages are as follows:
   a) to set strategic direction of the subject
   b) to establish high standards for teaching and learning within the Department, at all levels.
   c) to lead, coach, mentor, train and performance manage staff in the pedagogical elements of outstanding Languages teaching.
   d) to remain up to date with curriculum changes in Languages.
   e) to deploy resources efficiently and effectively.
   f) to ensure all students are well-prepared for public examinations.
   g) to use data strategically to identify students who are under-achieving and to lead on intervention strategies to raise achievement.
   h) to represent the department at Heads of Department meetings
   i) to engage in Initial Teacher Training activities as the school develops its training arm.
   j) to contribute to establishing a Language School on site.

Responsibilities as classroom teacher:

a) to teach, according to their educational needs, students assigned in the allocated classes
b) to maintain high levels of student behaviour for learning in accordance with the rules and disciplinary systems of the school, and of the Department.

c) to control and oversee the use and storage of all resources provided for class use, including books
d) to contribute to Department meetings, discussions and management systems necessary to coordinate the work of the Department and integrate this into the work of the school as a whole in seeking to achieve school aims and targets
e) to promote safeguarding, student well-being and equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy in keeping with the Equality Act 2010

A classroom teacher's professional duties are deemed to include the following:

Teaching (having regard to the curriculum of the school):

- planning and preparing courses and lessons;
- developing teaching resources, particularly with regard to differentiation for students of different abilities and the increased use of ICT;
- teaching the students assigned to the teacher (according to their educational needs) and setting and marking work to be carried out by the students in school or elsewhere;
- providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
- implementing whole school academic policies.

Discipline, health and safety

- maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Covering for absent colleagues

- rarely supervising / teaching any students whose teacher is not available.

Public examinations

- participating in arrangements for (i) preparing students for public examinations and (ii) assessing students for the purposes of such examinations;
- recording and reporting such assessments; and
- participating in arrangements for students' presentation for, and supervision during, such examinations.

Whole School

- Most staff are responsible, as Form Tutors, for the academic progress and pastoral welfare of a small group of students.
- Most staff attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.
- All teaching staff are expected to contribute to the extra-curricular life of the school by offering an activity or participating in the supervision of student preparation.
- All staff are expected to participate in whole-school and out-of-school activities as reasonably required.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, well-being and care of students.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time.