



OLD BUCKENHAM HALL

A leading independent boarding and day school for girls and boys aged 3-13



JOB DESCRIPTION

HEAD OF FRENCH

OLD BUCKENHAM HALL

Brettenham Park, Nr. Lavenham,
Suffolk, IP7 7PH
01449 740252



OLD BUCKENHAM HALL

JOB TITLE:	Head of French
REPORTING TO:	Headmaster
SUPERVISION OF STAFF:	Staff teaching within subject department

MAIN DUTIES AND RESPONSIBILITIES

All subject leaders are expected to demonstrate clear leadership and management of the subject area in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement from students in all year groups. Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils. Take responsibility for promoting and safeguarding the welfare of children and young people within the school. It is essential that the ethos within the department is reflective of the whole OBH community.

Areas of responsibility within the department will include the following general and specific responsibilities:

LEADERSHIP OF TEACHING & LEARNING

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn

- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards in the specialist subject area
- Demonstrate a clear understanding of appropriate teaching strategies
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment and data to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set Prep and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Keep up to date records of achievement-



track and monitor progress on a weekly, monthly, half termly and termly basis (more often if required by EYFS).

- Teachers should also have due regard to Teaching Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

BEHAVIOUR & SAFETY

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly, in line with OBH policy
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

TEAM WORKING & COLLABORATION

- Participate in any relevant meetings/ professional development opportunities at the school, which relate to the pupils', curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers when appropriate and support staff, including the induction and assessment of new teachers and teachers serving induction periods.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues



FULFIL WIDER PROFESSIONAL RESPONSIBILITIES

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/guardians with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

ADMINISTRATION

- Register the attendance of and supervise pupils, before, during or after school sessions as appropriate

PROFESSIONAL DEVELOPMENT

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Pro-actively participate with arrangements made in accordance with the OBH CPD/ Appraisal Policy

OTHER

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the school/Headmaster/Governors

NOTE

All members of staff are expected to contribute to the extra-curricular aspects of this busy boarding school. This includes, but is not limited to, evening and weekend duties, clubs and activities, educational and residential trips and having the ability to coach at least one of the school's team sports. A copy of the schools' duty policy is available on request.

This Job Description may be altered to meet the changing needs of the school. It is not intended to be an exhaustive list and may be reviewed accordingly by the Headmaster.

We are committed to safeguarding children and expect all staff and volunteers to share this commitment. All successful applicants are required to complete Disclosure Application Forms which means providing criminal conviction information.

