

## HEAD OF MANDARIN DEPARTMENT JOB DESCRIPTION

<b>Job Title :</b>	Head of Mandarin Department	<b>RA Point:</b>	RA2
<b>Line Manager:</b>	Head of Languages Faculty	<b>Responsible for:</b>	Mandarin Department Staff

### Purpose of Job

With responsibility for the academic attainment of the students studying within their department, Heads of Department are exemplary in their professionalism and educational practice, so are role models to their colleagues.

### Duties and Responsibilities

#### Objectives

- Ensure the academic progress of students who study their subject matches their potential
- Encourage high standards in all aspects of School life, contributing to the effective and efficient management of the School and promotion of a School culture that is happy, purposeful and learning orientated
- Support and motivate students, teachers and other School employees, encouraging consultation and discussion
- Communicate effectively and proactively with parents and guardians
- Be responsible for supporting the work of subject teachers and making sure that all members of the department work effectively
- Support the professional development of all staff within the department and promote a working atmosphere that encourages cooperation and values the contribution that individuals make to the work of the department
- Ensure the developments undertaken within the department support the School Improvement Plan (SIP) and promote the aims of the School

#### Overall Responsibilities

- Provide professional leadership and management for the subject to secure a high quality of teaching, effective use of resources and the highest standards of learning and achievement of all students
- Play a leading role in developing School policy through Heads of Department and departmental meetings
- Evaluate the effectiveness of the teaching and learning of the subject's curriculum
- Establish priorities and targets for the department's development and review their progress
- Set targets for staff and students and monitor progress, within the context of School and departmental targets
- Understand the needs of their own subject and appreciate the way that other subjects contribute to the overall education of the students
- Efficiently and effectively carry out lesson observations and report back to the Head of Faculty and Director of Studies

### **Teaching and Learning**

- Ensure that students have the highest possible standard of education in the subject
- Establish and implement clear policies and procedures for assessing, recording and reporting on student progress. Use this information to recognise achievement and set targets for future improvement, keeping the Director of Studies informed
- Liaise with other phases of the School regarding attainment and induction of students into the Upper School
- Support the options processes for IGCSEs and A Levels
- Liaise with form tutors, Heads of House and Student Support Services as appropriate
- Make sure that all staff use new technologies appropriately and in a way that promotes learning

### **Responsibilities as Head of Department**

- Support the work of all staff and encourage an atmosphere of cooperation and mutual trust within the department
- Actively promote staff development by delegating responsibilities within the department. Encourage staff to develop by undertaking professional development opportunities and providing feedback within (and outside) the department
- Advise on the recruitment of new staff, making them aware of their roles and responsibilities as subject teachers
- Ensure curriculum coverage, continuity and progression in the subject for all students of all abilities
- Oversee effective planning, preparation and lesson delivery. Visit lessons on a regular basis and encourage visits by others both inside and outside the department. Encourage cross-curricular links with other departments
- Keep up to date with changes within the subject curriculum and make recommendations to the Director of Studies about new courses and resources and professional development needs
- Lead professional development of subject staff through example and support and coordinate the provision of high-quality professional development by methods such as coaching, job-alike workshops, visiting lessons and professional dialogue
- Negotiate departmental staffing requirements and teaching loads. Coordinate the purchase of resources for the department
- Ensure appropriate cover work is set in the case of a department member's absence.
- Liaise with the Director of Studies regarding course outlines for curriculum booklets for Years 6 to 9 and option booklets for IGCSE and A Level and with the Examination Officer regarding external examinations

### **Other Responsibilities**

- Undertake other reasonable duties as requested by the Head of Upper School
- Plus any duties that the Head Master deems necessary for the effective operation of the School

### Required Qualifications, Knowledge, Skills and Personal Qualities

- Appropriate degree, with UK PGCE, or other teaching qualification equivalent to UK QTS
- Minimum three years' teaching experience
- Familiarity with the National Curriculum of England (plus IGCSE/GCSE and/or A Levels as appropriate)
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of the School community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

## HEAD OF MANDARIN JOB SPECIFICATION

### About the Faculty

The Languages Faculty is a high performing and experienced faculty which includes Mandarin, French, Thai and Japanese. The Faculty focusses on instilling a passion for language learning amongst the students. In keeping with this, there are ample opportunities provided for students to become immersed for instance, through trips to Japan, China and throughout Thailand.

### About the curriculum

From Year 6, students currently start two modern foreign languages (MFL) (or Thai Home Language and one MFL if they are Thai nationals).

We currently offer the following qualifications within the Languages Faculty:

- IGCSE Mandarin First Language (CIE)
- IGCSE Mandarin MFL (Edexcel)
- IGCSE Thai First Language (CIE)
- IGCSE French Foreign Language (Edexcel)
- AS/A2 Mandarin (Edexcel)
- AS/A2 Japanese (Edexcel)
- French International A Level (Edexcel)

### Faculty staffing

In the Upper School, we currently have:

- 3 Mandarin teachers (including the Head of Mandarin Department)
- 2 French teachers (including the Head of Faculty)
- 8 Thai teachers (including the Head of Thai Department)
- 3 Japanese teachers

### Desirable skills and attributes for teachers

- The ability to teach Mandarin IGCSE First language and MFL as well as A Level
- A willingness to offer and coordinate subject-related extracurricular afterschool activities
- A desire to organise language exchange programs and visits abroad
- A willingness to organise revision opportunities or booster lessons for students outside of normal teaching hours (at lunchtimes and/or after school)
- The ability to integrate and advise colleagues on the use of ICT in lessons (iPads, Twitter, Google Apps etc.) to enhance teaching and learning
- A willingness to develop and share exciting resources for lessons
- The ability to offer a highly differentiated and exciting Mandarin course throughout the School
- A willingness to work closely with the Head of the Languages Faculty and support the rest of the Faculty through PDR sessions and School events.
- A willingness to deal with ordering resources and keeping track of budget
- The ability to communicate efficiently in English with parents, students and colleagues
- The experience of managing other staff members, conducting lesson observations and giving constructive feedback

Harrow International School Bangkok is committed to the safety and protection of children.  
All employees are expected to comply with our School Child Protection and Safeguarding Policy.