

SHERBORNE PREPARATORY SCHOOL

JOB DESCRIPTION

Sherborne Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

DEPARTMENT: MODERN LANGUAGES

JOB TITLE: Head of French

REPORTING TO: Assistant Head (Academic), and ultimately the Headmaster

JOB PURPOSE:

1. To be responsible to the Headmaster for the direction and leadership of the work of the Modern Languages Department within the School, and to ensure that the programme of Languages is delivered to the pupils in accordance with the School's policy.
2. To teach throughout the School as required by the Headmaster.

Sherborne Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to, and comply with the School's Child Protection Policy statement at all times.

MAIN DUTIES AND RESPONSIBILITIES

1. To the Pupils
 - a) In consultation with appropriate colleagues oversee, as necessary, the production of specification and schemes of work in line with the School's policy;
 - b) To ensure that students' work, performances and records of assessments are produced, assessed and kept in line with the School's policy and national requirements;
 - c) To participate in the assessment of new pupils entering the School as required by the Headmaster, including matters pertaining to Entrance and Scholarship examinations;
 - d) To stimulate and encourage students to a high standard of interest and achievement in the subject area, ensuring the needs of each individual are met;
 - e) To arrange pupil participation in internal and external events as appropriate;

- f) To liaise and work with the Special Needs Department to ensure that the needs of each individual are being met;
- g) To provide a lively and stimulating environment in which teaching can occur by ensuring that rooms allocated to the department have attractive and stimulating displays;
- h) To oversee appropriate measures to ensure that all equipment and departmental areas are ready for pupils' use in good time;
- i) To deal with disciplinary problems in any class taught by a member of the department and generally throughout the School in a firm but caring manner, and to liaise with the Deputy Head in any matters of serious concern;
- j) To ensure that curriculum trips are organised as appropriate, and that these are arranged in accordance with School's policy on offsite trips;
- k) To contribute to the programme of extra-curricular activities.

2. To the Department

- a) To support the induction of all new colleagues into the department and to work with the Deputy Head to support her/him in accordance with the School's Induction Programme;
- b) To get to know the aspirations of departmental colleagues and to support them in any difficulties, and to advise on their professional development and training needs;
- c) To evaluate the INSET undertaken personally for the Headmaster, passing on relevant information to members of the department and to evaluate any INSET undertaken by a member of the department with her/him;
- d) To evaluate the performances of members of the department in accordance with the School's review policy;
- e) To assess the work of each member of the department on a regular basis by, for example, the observation of lessons and the monitoring of marking and assessment;
- f) To work with individual staff to make recommendations to the Headmaster for the deployment of staff to fulfil the departmental teaching requirements;
- g) To represent the interests of the department, the pupils and the departmental members within the School at meetings arranged by the Headmistress or members of the SMT;
- h) To represent the department at meetings of the Governors when invited;
- i) To produce detailed bids for the departmental budgets for the French Department;
- j) To produce the departmental contribution to the Strategic Development Plan, which

has been drawn up in consultation with all members of the department and to evaluate it annually;

k) To ensure that schemes of work are produced, evaluated and updated annually or more frequently if required;

l) To manage and lead the development and direction of the Languages curriculum, ensuring it is evaluated annually or more frequently if required and that any action points are followed through;

m) To manage the development of appropriate materials for the department including the provision for ICT in teaching and learning;

Note: This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal and it may be subject to modification or amendment at any time after consultation with the holder of the post.