

## JOB DESCRIPTION

<b>Post:</b>	<b>Head of Languages</b>
<b>Hours per week:</b>	Full Time
<b>Grade:</b>	Head of Department
<b>Responsible to:</b>	Deputy Head
<b>Responsible for:</b>	To promote and develop the teaching of Languages throughout the School
<b>To commence:</b>	September 2018

### **SAFEGUARDING STATEMENT:**

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom she/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, she/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

### **Purpose of Position**

To work collaboratively with the Deputy Head and Heads of School to lead and promote the teaching of Languages (currently French, Spanish and Latin) at Downsend School. In addition, to carry out such other associated duties as are reasonably assigned by the Headmaster.

### **Leadership and Management**

1. Lead and manage the Languages Department, establishing a clear ethos, positive atmosphere and attractive environment
2. Select the appropriate GCSE board and syllabus in order to support the launch of the new Senior School provision at Downsend
3. Assist with the recruitment and development of the Languages teaching team
4. Manage and direct the work of the 2 i/c Languages, designating tasks and offering appropriate support and challenge
5. Foster a strong team spirit and take a personal as well as professional interest in the welfare of department members
6. Ensure the highest standards of the teaching and learning of Languages throughout the school
7. Ensure that all pupils are appropriately challenged, make strong progress and are enthused and inspired by their Languages lessons
8. Develop the teaching of Languages with due regard to the school's policies and schemes of work, working closely with, and co-ordinating, the efforts of the subject team
9. Plan and provide a stimulating, invigorating and motivating learning environment, ensuring that learning resources are well organised and accessible to staff and pupils,

- as well as embracing pupils' work on paper, display and in the general atmosphere created in the classroom
10. Understand and manage issues relating to the organisation, ordering and funding of resources
  11. Be aware of new developments and advances in the direction of Languages teaching and take an active interest in professional development, leading appropriate sessions where appropriate
  12. Ensure that appropriate resources are in place when preparing pupils in readiness for external examinations

### **Teaching and Learning**

1. Carry out teaching duties in your primary subject in accordance with the school's schemes of work
2. Lead the department in the development of the Languages section of the School's Virtual Learning Environment (VLE)
3. Oversee and, where necessary, adapt and enhance the Languages trips and visits programme, including a variety of whole-school Languages Challenges, aimed at promoting the learning of Languages
4. Contribute widely to the extra-curricular life of the School, ensuring that there is appropriate provision for the enrichment of languages in the Lower and Upper Schools

### **Person Specification**

The successful candidate is likely to match most or all of the following characteristics:

- Ability to demonstrate continued improvement in pupils' attainment, progress and behaviour
- A keen and self-motivated practitioner, who wishes to be a committed team member in an innovative area of school life
- An exceptional, dynamic and committed leader who will inspire high levels of confidence in colleagues, pupils and parents
- Experience of teaching Languages to GCSE level, with some understanding of the Common Entrance and Scholarships syllabus at 13+
- An enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education
- Calmness and efficiency and the ability to work under great pressure at certain times
- A cheerful and well-presented person, capable of inspiring confidence in colleagues, pupils and parents and an effective public speaker
- Excellent communication skills (oral, written and use of ICT)
- Outstanding organisational and administrative skills
- Eager to learn and attend INSET as necessary
- Willingness to work hard, with energy and enthusiasm, avoiding the Monday-Friday, 9-5 approach

### **General**

In all of the areas stated above, the post holder must liaise with staff across the 4 Downsend sites in order to ensure continuity and progression throughout the School.

This job description is not intended to be all embracing and the post holder shall be required to carry out whatever the Headmaster shall instruct, commensurate with training and experience.

**Signed:**



**Ian Thorpe**