



**DOHA
COLLEGE**

Excellence For All, Excellence From All.



HEAD OF MODERN FOREIGN LANGUAGES

School: Secondary

Location: Al Waab Campus

Contract: Rolling Fixed-term contract

Working Hours: Full-time, 7.00am until 2.00pm, Sunday to Thursday

Closing date: 2 January 2018

To apply for this vacancy, please complete an application form, available at www.dohacollege.com/vacancies. CVs will not be accepted.

If you require any queries about working for Doha College, please contact recruitment@dohacollege.com

JOB DESCRIPTION

Primary Objective of Role

The primary role of the Head of the Department is to lead a team of staff to ensure high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils.

Accountability and Responsibilities

General Responsibility

- Leading, developing and enhancing the teaching practice of others
- Provide an excellent role model for pupils and for staff, by practice that sets a standard for other teachers to emulate
- Lead staff in planning, teaching and evaluation of teaching – both formally and informally
- Provide guidance to staff in marking and assessment for learning and standards expected
- Work with the teachers to promote the best and innovative practice to enrich the range of teaching and learning styles in the school
- To support colleagues to create a simulating learning environment for learning
- Contribute to appraisal



Teaching Responsibility

- Plan, prepare and deliver the lessons and sequences of lessons the Teacher is assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of the students within the classes the Teacher is assigned to teach.
- Participate in arrangements for preparing pupils for internal and external examinations.
- Provide opportunities for independent learning.
- Provide opportunities for practical work, investigation and research.
- Make provision for students of differing ability in all subjects and formulate and use IEPs where necessary.
- Create a stimulating class environment which promotes effective teaching and learning and of which students can feel ownership.
- Provide opportunities for the use of digital technology within the curriculum.
- Ensure that all classroom practice is in accordance with school policy and procedure.
- Monitor the progress of students by on-going assessment and record keeping.
- Use a range of teaching methods and resources to enhance the learning experience for all students.
- Ensure quality teaching for students with additional learning needs.

Management Responsibility

- Support teachers in the department
- Lead regular departmental meetings to ensure continuity in teaching and learning
- Keep abreast of curriculum developments, support and monitor best practice across the College and ensure its dissemination
- Monitor and evaluate the quality of teaching and learning and standards within the department, using a variety of methods including tracking data analysis, observing lessons, monitoring plans and bookwork, speaking to children about their learning
- Use the above information to action required support-including setting targets for continuous improvement
- Establish staff and resource needs and make appropriate recommendations to the Head of Secondary for expenditure
- Ensure that the planning, assessment, target setting, recording and reporting systems are implemented in line with school policy
- Provide feedback to teachers and disseminate examples of good/excellent planning and teaching

Communication

- Meet with departmental colleagues as necessary to discuss individual students and their progress.
- Monitor and report to parents on the progress of students within the allocated classes.
- Attend parent's evenings or meetings throughout the year as required.
- Assess pupil achievements and progress in accordance with the agreed arrangements.
- Mark class attendance registers.

Professional Development

- Maintain up to date subject knowledge.
- Self-evaluate and review teaching methods, materials and schemes of work.
- Participate in the school's Performance Development Review process and be involved in opportunities for Continued Professional Development, including attending inset.

Additional responsibilities

- Any other duties required by the Head of Secondary, which is in the scope of the post.
- Undertake at least one extra-curricular activity per academic year for a minimum of 20, one hour long sessions (or more if necessary e.g. P.E. and Music).
- Participate in the break duty rota.

PERSON SPECIFICATION

Key Requirements

Qualifications

- Degree level qualification
- Qualified teacher status
- G.C.S.E grade C or above (or equivalent) in English and Maths
- Training in leadership and management issues and skills

Experience

- Experience of successfully leading and managing a department within a secondary school
- Relevant professional experience teaching the National Curriculum for England
- Experience of School improvement and evidence of impact on teaching and learning
- A working knowledge of strategies and techniques for raising pupil attainment generally including different groups of pupils
- Experience of a range of summative and formative assessment procedures
- Experience of allocating and managing a budget
- Experience of whole school assessment processes

Skills, Knowledge and Abilities

- The ability to teach German, French, Spanish or Arabic
- Strong interpersonal skills: ability to lead, motivate, challenge and inspire colleagues and give feedback in a supportive manner
- Able to establish credibility with all staff
- Able to establish positive relationships with parents, carers, colleagues and governors
- A good understanding of the principles of child development and learning processes and in particular barriers to learning
- Proficiency in the use of ICT and the software programs used in schools and an understanding of how ICT can be used effectively to motivate children to learn
- Ability to create a fun, challenging and effective learning environment
- Effective communication skills
- Highly organised and calm under pressure
- Sensitive, caring and responsive to the needs of young people
- Ability to work constructively as part of a team
- Good understanding of HPL and evidence of best practice in teaching and learning
- Have a good understanding of National Curriculum requirements and appropriate Secondary frameworks
- Ability to analyse, interpret and act on performance data
- Experience of observing and evaluating the quality of learning and teaching
- Experience of mentoring or supporting colleagues