



HEAD OF FRENCH DEPARTMENT – JOB DESCRIPTION

JOB TITLE: HEAD OF DEPARTMENT

MAIN AIM: In addition to the role of subject teacher, to oversee the organisation, performance and development of the French Department

RESPONSIBLE TO: The Director of Studies and, ultimately, the Headmaster

In addition to the regular teaching duties, the Head of Department will carry out the following responsibilities:

- a) In liaison with the Director of Studies, the Head of PP1-3 and Head of EYFS, and taking into account the requirements of relevant examination boards and policies, determine the French curriculum throughout the school.
- b) In liaison with the specific subject teachers, assess and monitor the progress of the children throughout the school; ensuring that they are progressing at the appropriate rate and that problems are identified and addressed as early as possible, including liaising with the Skills Development Department where required.
- c) To develop and manage a budget for the running of the French Department and to ensure that costs are controlled within the budget.
- d) To oversee the development of the Departmental File and to establish a Development Plan for the French Department.
- e) To ensure that the Department is fully prepared for ISI and other such inspections.
- f) To plan, lead and oversee the provision for educational trips to France (currently biannual).
- g) To maintain an awareness of best practice and new resources and techniques in French education to ensure that Aysgarth is adopting such practices.
- h) To contribute to the French Department staff reviews and to oversee the development of the staff in the Department: including training, regular work scrutinies and lesson observations.

- i) To ensure that the children enjoy a range of activities outside of regular lessons - eg French immersion mornings.
- j) To act as a second point of contact for parents (after the subject teacher), and to be available to address any concerns and complaints, passing them onto the DoS and Headmaster where required.

Key skills and experience required for the Head of Department

The ideal candidate should ideally have the following skills and experience:

- Leadership experience and skills
- An awareness of best practice in French teaching
- The ability to direct, enthuse and motivate others
- Good communication skills
- A calm disposition