**HEAD OF MODERN FOREIGN LANGUAGES**

**JOB DESCRIPTION**

**We are seeking:**

* A well-qualified graduate teacher to lead the teaching of Modern Foreign Languages throughout the school to A Level.
* Experience of teaching A Level Modern Foreign Languages is essential.
* A dynamic, enthusiastic classroom practitioner with a clear sense of purpose and high expectations.

**Key responsibilities:**

* Managing the Modern Foreign Languages Department (see below)
* Planning and preparing courses and lessons
* Teaching according to each student’s individual educational needs, the students assigned to her/him, including the setting and marking of work to be carried out by the students in school and elsewhere;
* Assessing recording and reporting on the development, progress and attainment of students;
* Organising and participating in appropriate extra-curricular activities.

**Specific Responsibilities**

* Staffing, including the distribution of classes and sets among the members of the Department.
* Liaising with the Deputy Head Academic over timetable/setting requests.
* Monitoring of teaching standards.
* Department documentation, including writing of Schemes of Work, Minute Keeping, Department Book, etc.
* Intra-Departmental liaising and continuity.
* Regular Department Meetings and keeping of minutes.
* Annual Budget.
* Book and resource ordering.
* Maintenance of the fabric of the Department.
* Appearance of the teaching area including displays.
* Distribution and management of requirements stemming from exam results.
* Induction of new staff, including report writing, School and Department procedures and ethos, the running of trips, etc.
* Communication with Parents on Department matters.
* PLPs and liaison with Individual Needs and EAL Departments.
* Scholarship and procedures as they apply to Modern Foreign Languages.
* Education visits in support of the Modern Foreign Languages curriculum.
* Assistance to candidates preparing for University entrance in Modern Foreign Languages and related subjects, including Oxbridge applicants.
* Observation and reporting back of lessons within the Department.
* Raising the profile of the Department.