

Head of Italian

General Responsibilities

The Head of Italian reports to the Head of Languages Faculty and then the Academic Deputy Head. In addition to responsibilities as a classroom teacher, the Head of Italian is expected to:

- Lead both Lingua 1 and Lingua 2 teachers, generating a positive ethos within the Department
- Take initiative and inspire the members of the Department to aim for the highest possible standards of teaching and learning
- Actively promote the work of the Department through displays, educational visits, presentations

Staff

- Lead members of the Department in every aspect of teaching and learning
- Manage and oversee the curriculum provision within the Department
- Establish a strong sense of teamwork among the teachers
- Represent the views of members of the Department at relevant meetings
- Offer suggestions to senior management regarding staff development and training
- Help senior management to recruit, through interviews and lesson observation, any new members of the Department
- Help to undertake the appraisal of members of the Department
- Encourage members of the Department to involve themselves in external IB/IGCSE assessment

Curriculum and Assessment

- Keep up-to-date with IB/IGCSE curriculum proposals and developments
- Oversee, when necessary, revision of the curriculum and schemes of work
- Ensure, as far as possible, that assessment policies are consistent within the Department

Administration

- Co-ordinate with the Head of Languages the yearly budget, making projections and bids for forthcoming needs
- Arrange and chair scheduled departmental meetings, publishing minutes and Action points
- Attend all relevant meetings requiring the participation of Heads of Department
- Maintain records necessary for Inspection and ensure these are up to date
- Advise senior management on the strategic development of the Faculty
- Take a strategic overview of the delivery of relevant extracurricular clubs and societies that promote the Department
- Manage and coordinate the key content of any departmental pages on the school website
- Promote university courses and keep abreast of requirements for relevant courses, advising students and staff accordingly