



Job title: **Head of French**

Responsible to: **Head of World Languages**

JOB PURPOSE

Aiglon College is a British international boarding school based in the Swiss Alps with a worldwide reputation for providing a challenging holistic education in an inspiring setting and within a safe, caring and supportive framework. The School is CIS accredited, and caters for 420 students aged 7-18 representing more than 55 nations. Students are prepared for IGCSEs and the IB Diploma Programme.

The school wishes to appoint, for August 2024, a Head of French. The ideal candidate for this position would be a near-native speaker of French, experienced in IB and IGCSE teaching; the experience or knowledge of the DELF examination will be an advantage. The ability to teach another language would also be looked upon favourably.

The Modern Language department consists of 22 full-time and part-time teachers. It is a busy, highly professional department, with an emphasis on teamwork and the sharing of good practice. As might be expected in a languages department in an international school, our main philosophical aim is to ensure diversity; to this end, we try to offer as wide a variety of languages as possible. The main languages on offer are French, German, Spanish and Italian, but we have students taking Arabic, Mandarin, Japanese, Portuguese, Russian, Dutch and Turkish.

This job description is additional to the basic duties outlined in the Aiglon College contract of employment in accordance with the school's policies and guiding principles, and under the direction of the School Director. A summary of the key accountabilities is included below.

KEY TASKS AND RESPONSIBILITIES

A - PROFESSIONAL STANDARDS AND EXPECTATIONS

- Carry out teaching duties and exercise responsibilities in line with the Guiding Principles of Aiglon;
- Treat all members of the community, colleagues and students, with respect and consideration. Treat all students fairly, consistently and without prejudice;
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance;
- Read and adhere to the various policies of the school as expressed in the School Handbook and other agreed documentation, and support the ethos of the school by upholding the behaviour code, uniform regulations and other expectations;
- Be available to work on campus in good time to complete all necessary preparations and meetings before the start of term;
- Take personal responsibility for professional development (both pastoral and academic) and participate in staff training when provided, in line with the continued professional development programme of Aiglon College;
- Reflect on personal and school practices in pursuit of continuous improvement. Participate in appraisal and self-evaluation activities;
- Attend departmental meetings and full school meetings to discuss student progress;
- Undertake pastoral and other duties as prescribed within school policies;
- Ensure that all deadlines are met as published in the school calendar and as directed by the Head of Department/Deputy Heads;
- Undertake professional duties that may be reasonably assigned, including cover and exam invigilation;
- Attend Assembly/Meditation on at least two mornings a week when averaged over any term and be prepared to give a Meditation once each term;
- Be proactive and take responsibility for matters relating to health and safety;
- Support the school through regular attendance at various events in the School Diary (these may be religious, spiritual, sporting or cultural).

B – TEACHING and TUTORING

- Teach an average of 21 academic lessons per week, in accordance with departmental schemes of work and programmes of study;
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery;
- Work in collaboration with Aiglon's programme of support for students with specific learning difficulties, as directed by the Head of Learning Support or the Deputy Head;
- Take account of students' prior levels of attainment and baseline data and use these to set targets for future improvements;
- Set work for students absent from class for health, disciplinary or co-curricular reasons;
- Where appropriate, prepare students thoroughly for public examinations including the marking and moderation of coursework as required by the Head of Department or Deputy Head;
- Engage with and promote the use of ICT and the development of appropriate ICT skills both within the curriculum and in wider school life;
- Maintain good discipline by adherence to the advice given to colleagues in the Student Handbook and elsewhere, and by the Head of Department and Deputy Heads;
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in lessons and in the boarding environment;
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work, in line with agreed school policies;
- If appropriate, act as a tutor in an assigned Boarding House, exercising best practice in pastoral care and providing guidance and encouragement to students, as directed by Houseparents and Deputy Heads. This will include the need to attend scheduled meetings at the Houseparents' or Deputy Heads' discretion and meet with students outside of formal meeting times;
- Assume House duties. At present, house duties usually involve the following, but these may be revised by the Director of School should circumstances so require:
 - o a regular weekday duty
 - o 8 weekend days per academic year.

C - ASSESSMENT, RECORDING AND REPORTING

- Maintain notes and plans of lessons undertaken and records of students' work;

- Mark, monitor and return student work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate and keep records of students' performance as required by the Departmental marking policy or the Deputy Heads;
- Complete student formative and summative assessments in line with policy and as specified in the published calendar, including the House feedback system;
- Be familiar with and apply procedures for identification and assessment of special educational needs, E.A.L requirements and other learning support issues;
- Provide mark reading information and write detailed reports on students at the end of each term as required;
- Attend parents' meetings as designated in the school calendar.

D - CO-CURRICULAR DUTIES

- Contribute to the CAS programme on a weekly basis in consultation with the CAS Coordinator;
- Participate in the Expeditions programme, including the Long Expeditions in consultation with the Head of Expeditions and Deputy Head (Student Life). Typically an employee will participate in approximately 6 weekends per academic year (2 per term);
- Contribute to the annual Cultural Long Expedition in consultation with the Deputy Head (Student Life).

E - LEADERSHIP

- Establish a strong leadership within the French department by being an example of professionalism and an inspiring practitioner
- Work closely with the Head of World Languages for budget and timetabling
- Be responsible for students' academic progress and attainment within the French department
- Support and challenge members of staff within the department to help them through their professional journey
- Be responsible for examination entries (including all IB levels, IGCSE and all DELF levels)
- Continue to develop and support the curriculum of Wonder Years
- Review and reflect on the current curriculum to fit best our students and the ethos of the school
- Be responsible for students well being
- Support the Head of World Languages in any reasonable way possible
- Deputise for the Head of World Languages if needed

- Undertake any other task which may be reasonably required by the Head of World Languages to assist in the smooth running of the department.
- Understand and implement all school policies and procedures, particularly those relating to safeguarding children and young people
- Understand the School's Guiding Principles and uphold the ethos of the School at all times

Meetings and communication

1. Attend meetings when required
2. Ensure that communication is timely, relevant, respectful and pertinent
3. Assist where necessary with the school's promotional initiatives
4. Preserve and promote the good name of Aiglon in all dealings with the wider public.

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