LEICESTER GRAMMAR SCHOOL

HEAD OF MODERN FOREIGN LANGUAGES

THE SCHOOL

Leicester Grammar School is a selective, co-educational independent day school of 850 pupils founded in 1981 to fill a gap in the provision of education in Leicester left by the closure of the city's flourishing state grammar schools. The School has built up a national reputation for academic excellence, regularly featuring amongst the top one hundred independent schools in the annual A-level league tables and consistently succeeding in helping its pupils to secure places at the very best universities in the United Kingdom and abroad.

Leicester Grammar School's public examination results are frequently amongst the very best in the East Midlands and often place them amongst the best schools in the country. Last summer, 42% of the pupils sitting their GCSE exams recorded A* grades and 92% of the grades were at A* - B. In 2016, the pupils taking their A levels achieved over 85% at A*- B, placing the School 63rd in the Daily Telegraph league table. LGS was also nominated for two TES awards in 2015, winning one. Underpinning these academic successes is a caring community based upon a Christian ethos that offers an extensive extra-curricular portfolio, including strong provision in music, sport and drama.

The School entered a new and very exciting stage in its development in September 2008 when it relocated to a 75-acre green-field site in the village of Great Glen, which is about seven miles south east of Leicester and a similar distance from the thriving market town of Market Harborough. The School is a state of the art facility for the 21st century, featuring extensive playing fields, a large main sports hall and an indoor 25 metre swimming pool amongst other sporting facilities. Its main hall can seat 1,000 people, and the main building boasts other large performance spaces, an impressive library at its centre and modern teaching rooms. Each department has its own suite of classrooms linked to a departmental office and the Science wing comprises 15 laboratories and a 108-seat lecture theatre. In September 2015, the School completed a £4 million building extension to provide a new Science Lecture Theatre, Sixth Form Common Room, senior management office suite and meeting rooms; other developments are planned.

The School has excellent local transport links, with both London and Birmingham under an hour away by train. Market Harborough, situated 10 miles south of Great Glen, was recently voted as one of the 'Best Places to Live' by The Sunday Times.

Leicester Grammar School Trust is an educational trust overseeing three schools: Leicester Grammar School, Leicester Grammar Junior School and Stoneygate School. The Head and Chief Executive of the Trust, Christopher King, is the current Chairman of the Headmasters' and Headmistresses Conference (HMC), the organisation that encompasses all of the leading independent schools in the country. He previously held that post in 2015/16, making him the first ever two-tenure Chair of HMC.

THE POST

From September 2018 we have an exciting opportunity for an enthusiastic and well qualified linguist to head up our talented MFL team and play a full part in school and departmental life. We would like to appoint an experienced linguist to teach Spanish and French with confidence and expertise through to A-level. A-Level Spanish is a definite requirement, whereas there may be scope to teach French up to GCSE only, rather than A-level, for the right candidate.

The successful applicant will be expected to provide leadership and support for the many cultural activities of the Department, including foreign visits in Years 6, 9, 10 and Sixth Form.

The interviewing body will be looking particularly for strong linguistic, interpersonal and leadership skills, along with enthusiasm, commitment and flexibility. Candidates should be dynamic, imaginative, willing to adopt a wide range of appropriate techniques and use a full range of departmental and personal resources to successfully lead our well established team. Strong ICT skills would also be welcome.

THE DEPARTMENT

The Modern Languages Department has a basic complement of five full time members of staff and five part-time teachers, including the Head and Deputy Head of Modern Languages, plus foreign language assistants in French, Spanish and German.

Modern foreign language provision throughout the School is varied and flexible, allowing pupils a good deal of choice and breadth of experience. Latin and French are core languages taught throughout Years 7 and 8. In Year 9 French continues to be compulsory while students will also study either Latin or Classical Civilisation and will have the opportunity to begin a third language (from German, Spanish and Classical Greek) ab initio. Latin, Classical Greek and Classical Civilisation are administered by the Classics department, which is separate from MFL.

Pupils may then choose which language(s) to take forward to GCSE where we offer examinations in all three modern languages following the AQA specification. Additionally, pupils have the opportunity to learn Italian and Mandarin Chinese on an extra-curricular basis. In the Sixth Form, A levels in French, German and Spanish are offered; students follow the AQA specifications in all of these cases.

Trips to France, Germany and Spain form an integral part of the ethos of the Department and we currently run five trips annually, including exchange partnerships with Germany and Spain. An extremely wide range of resources, including interactive audio and video materials and ICT, is used in the Department. It is our practice for all language lessons to be conducted as far as possible in the target language, adopting a communicative approach.

RESULTS 2017

I.G.C.S.E. French	A* - B	72%
I.G.C.S.E. German	A* - B	80%
I.G.C.S.E. Spanish	A* - B	81%
A-Level French	A* – B	100%
A-Level German	A* – B	100%
A-Level Spanish	A* – B	100%

SPECIFIC RESPONSIBILITIES

1. **Leadership of staff**

- Inspire and encourage staff within the Department
- Create an effective departmental team with a strong sense of purpose in which responsibilities are appropriately allocated, devolved and shared
- Oversee the timetabling of departmental staff
- Allocate staff to teaching groups; ensure teachers have proper resources and schemes of work

- Induct new staff and keep the Departmental Handbook and Departmental Development Plan up to date
- Assist departmental staff in their professional development; give them opportunities to develop skills, knowledge and understanding; recognise their contribution; lead and organise their CPD
- Liaise with the Examination Office regarding external exam entries and special arrangements for exams
- Co-ordinate and organise chairing and minuting of departmental meetings
- Attend the School's termly HoDs Committee and Curriculum Committee
- Keep staff informed of curriculum developments and of thinking on whole school issues
- Monitor and evaluate the work of the Department: conduct appraisal observations and interviews and conduct regular work scrutiny

2. Leadership of pupils

- Monitor students' progress, analyse data such as examination results, track pupils through the lower and upper school and sixth form. Use this analysis to inform teaching and place pupils in appropriate sets
- Set and mark internal exam papers
- Give advice to students and parents on current performance, subject choices and future potential and give them the criteria and tools for effective self-assessment
- Prepare for and attend Open Day and parents evenings
- Plan, lead and accompany students on foreign visits
- Contribute towards the running of extra-curricular pursuits
- Celebrate student successes and promote involvement in subject-related extra-curricular activities; encourage student leadership in class and across the Department
- Oversee writing and regular review of schemes of work
- Ensure clear provision is made for students of different abilities, including the very able and those with SEND
- Implement Health and Safety Regulations as they apply within the Department; ensure that statutory procedures for safeguarding and promoting the welfare of children are followed

3. Departmental responsibilities

- Manage the Departmental Budget
- Manage resources; their selection, purchase, allocation and organisation
- Liaise with the librarians over book selection for the Department and the Library.
- Liaise with the Business Director and Finance Department
- Co-ordinate the setting and marking of work for absent colleagues

CHILD WELFARE

Leicester Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with previous employers and DBS.

January 2018