

	POSITION DESCRIPTION Position Title: Head of Primary World Languages (& Teacher of Mandarin) Reporting To: Head of World Languages (Whole School)
---	--

PURPOSE

The Head of Primary World Languages leads and manages the Primary World Languages Department in order to promote the effective development of all individuals in our learning community.

SPECIFIC RESPONSIBILITIES

Leadership

- To act as a positive role model, demonstrating high professional standards in classroom practice and in relationships with students and staff
- To be dedicated to a culture of excellence by supporting, motivating and empowering colleagues
- To act with passion, enthusiasm and integrity and to foster an open, equitable and enjoyable climate
- To foster a positive team culture consistent with the GIS core values
- To develop a team which is committed to reflection and dialogue about learners and learning, informed by (school-based) research, and collectively responsible for positive collaboration
- To communicate effectively with individuals and year teams, establishing strong working relationships through formal and informal meetings
- To take a vested interest and to contribute to whole school strategic aims advocating both for the World Languages team and Senior Leadership

Strategic Development

- To ensure subject team annual goals align with the faculty vision, and that policies and practices reflect the whole school strategic aims, embodying our Guiding Statements.
- To ensure the active participation of teams in self-evaluation and development planning processes to engender continuous improvements in the quality of the curriculum and its delivery.

Teaching and Learning

- To be continually actively engaged in the Collaborative Evaluation Cycle aimed at assessing the quality of learning and teaching in the subject team.
- To participate in Performance Management processes that focus on the continuous professional development of staff.

- Collaboratively plan lessons with a backwards by design approach with the end in mind.
- Personalise learning in the classroom for all students
- Analyse and triangulate student data
- Assess using both summative and formative methods and use data tracking to monitor progress of students
- Complete half termly reports to parents on progress and attainment as well as attitudinal competencies
- Attend annual residential camps
- Be involved in leading at least 1 CCA each week
- Be involved in extracurricular activities such as competitions, activities, additional support sessions outside of school hours
- Take part in professional development programs and the professional review cycle

POSITION SPECIFICATIONS

MINIMUM ACADEMIC/PROFESSIONAL QUALIFICATION:

Appropriate teaching degree

Ability to teach Mandarin to KS1 and KS2 children

RELATED EXPERIENCE

Minimum 3 years teaching experience

COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)

- Have a proven track record of outstanding practice including teaching Mandarin to KS1&KS2 children
- Have a growth-mindset looking to continually improve
- Be able to engage, motivate and support children, staff and parents
- Be a reflective, flexible practitioner with the ability to think creatively and take risks
- Have an advanced ability to use technology to support and enhance learning within the classroom
- Have the interpersonal skills needed to work successfully within teams
- Have a strong learning-focused philosophy
- A working knowledge of Google Suite and the confidence to work in classrooms with iPads would be an advantage

COMPETENCIES (BEHAVIOURAL)

- Excellent, caring student-centred educator
- The ability to work collaboratively, as part of a team
- The ability to react well under pressure
- Excellent organisational skills
- High standards of dress, punctuality and attendance

This job description may be adapted to best fit the skills and needs of the appointed candidate.

Over time, the job description may be modified through consultation between the post holder and the management.