



PORT·REGIS

Head of Modern Foreign Languages

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

We seek a Head of Modern Foreign Languages Teacher to teach French and Spanish up to Year 8. The successful candidate will have an inspirational teaching style, excellent communication and organisational skills and an unstinting belief in the benefits of instilling a love of languages and learning in every child.

This is an exciting opportunity for an inspirational and passionate teacher to join our talented team. Port Regis is widely considered one of the country's leading prep schools and recently received an outstanding ISI inspection report. But there is no resting on laurels, and we are ambitious to move the school forwards, blending our strong traditions with innovative new ideas.

Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm.

Remuneration and Benefits

Port Regis has its own competitive salary scale and pension options, details of which will be discussed at interview or can be requested from our Director of HR. Salaries may be enhanced by a generous allowance for staff who play a full part in the life of this busy boarding school. Accommodation may also be made available on site for candidates who would like to contribute to boarding duties (please contact the Director of HR for further details). The successful candidate can also expect:

- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- A generous school fees discount.
- To join a delightful team and exceptional working environment.

Hours of Work

This role has the potential to be part-time or full-time. Please specify your preference in your covering letter.

Start Date

April or September 2024. Please specify your preference in your covering letter.

Job Description

Reports to: Academic Deputy Head

These details are subject to change as the Headmaster or any person acting on behalf of the Headmaster may reasonably direct.

- Teach French and/or Spanish up to Year 8 Common Entrance/Scholarship standard. Plan and deliver stimulating lessons appropriate to the needs, interests, experience and existing knowledge of the pupils in the classes taught.
- Oversee and develop the work of the Department, providing clear direction and inspiration. This should include, but not be limited to, the following:
 - Designing the curriculum.
 - Encouraging and maintaining high teaching standards and acting as a role model to colleagues in and out of the classroom.
 - Engaging in regular lesson observation with teaching colleagues in your and other departments.
 - Supporting other members of the department in developing high standards and a range of teaching styles.
 - Ensuring that all members of the department share an understanding of what constitutes effective MFL teaching and that this is consistently implemented. This must include the awareness that learning should be pleasurable and exciting.
 - Appraise members of the department in accordance with the school's appraisal policy.
 - Introducing useful initiatives in the department and encouraging and assisting initiatives from other members of the department including educational trips and visits.
 - Providing members of the department with information on suitable training courses.
 - Developing and overseeing the delivery of the Departmental Handbook, including the Scheme of Work and Development Plan.
 - Disseminating information to members of the department concerning external curriculum developments, especially Common Entrance and Scholarship exams; keeping aware of such developments and taking opportunities to learn from other schools through formal and informal contacts, conferences and the like.
 - Chairing regular departmental meetings.
 - Overseeing the department's setting and marking of internal exams and the writing of reports and other assessments, in conjunction with the Directors of Study, Academic Deputy Head and other members of the department.
 - Ensuring the proper preparation of Common Entrance candidates and academic scholars.
 - Analysing pupil performance throughout the year and in internal and external exams (and other forms of assessment) to identify strengths and weaknesses and acting upon that information.
 - Liaising closely with the Learning Support department to ensure children with learning difficulties are identified and supported both in and out of mainstream lessons.
 - Displaying work around the school.
 - Working effectively with other HoDs.
 - Overseeing and developing all the department's educational resources. This will include submitting an annual budget bid to the Bursar.
 - The writing of reports and other assessments, in conjunction with the Academic Deputy Head.
 - Assess pupils' work effectively and report accurately on their development, progress and attainment.
 - Liaising as appropriate with the Classics department.

- Assisting the Academic Deputy Head in the deployment of teachers in the department to classes.
- Developing cross curricular opportunities.
- Maintain an attractive and stimulating classroom environment.
- Undertake professional development as required.
- Be available to communicate with parents, governors, feeder/senior schools and other groups or individuals on departmental matters.
- Safeguarding and compliance with our Child Protection & Safeguarding Policy.
- Adhere to the school's policies as contained in the Staff Handbook.
- Contribute to the wider life of the school. This will include tutoring, after school hobbies, scholar sessions, prep, cover duties, break/lunch supervision, games or occasional weekend duties, 1:1 lessons, INSETs, school events; parents' meetings; and contributing to our PR Plus Enrichment programme for 2 hours on Saturday mornings in alignment with other teaching staff (a maximum of 13 Saturdays per year).
- Provide regular content for parent newsletters and external audiences as required.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Assist the Communications and Development team to promote the School.
- Undertake any other duties as may reasonably be required by the Headmaster.

Person Specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- Passionate about modern foreign languages and the benefits for all children
- Ability to deliver high quality education, progress and attainment for children of all abilities up to and including Scholarship standard
- Ability to inspire children in the classroom and beyond
- Exceptional subject knowledge
- Strong classroom management
- Excellent communicator (verbal and written) and ability to develop strong links with children, parents and colleagues
- Ability to develop and inspire other staff
- Excellent ICT and organisational skills
- Patience and a sense of humour
- Flexible and calm under pressure

Desired

- A teaching qualification (QTS, PGCE, BEd or equivalent)
- Experience of teaching French or Spanish at preparatory school level

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our Director of HR, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 08.30 on Monday 5 February**. **Early**

applications are encouraged. Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Titus Mills
Headmaster

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.