



CHARTERHOUSE

Information Pack

HEAD OF MODERN LANGUAGES

Starting 1 September 2020



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Modern Languages at Charterhouse

The new Head of Modern Languages will be an inspirational, innovative and ambitious leader of a talented, supportive and hardworking team of teachers. The successful applicant will have a passion for the learning and teaching of languages and a real desire to share this passion with our pupils.

The department is vibrant, creative and forward-looking, and is located right at the heart of the School in a bright, spacious, purpose-designed building. It consists of a team of eighteen subject-specialist teachers and native-speaking language assistants who deliver lessons in five languages within our published curriculum (French, Spanish, German, Italian and Mandarin). Languages follow the Pre-U specification for Sixth Form, and IGCSE for those in the Under School (Years 10 and 11). Charterhouse is an IB school, and we offer the International Baccalaureate Diploma Programme for those in our Sixth Form, which requires the study of a second language.

The post will offer an excellent opportunity to develop a career in leadership, and applicants are likely to aspire to a whole school leadership role within four to five years.



The Role – Overall Purpose

All Heads of Department (HoDs) are responsible, through the Deputy Head or Assistant Head (Academic), to the Headmaster for the academic performance, organisation and administration of their departments, in addition to the general responsibilities of a teacher at Charterhouse. HoDs are accountable for the quality, success and development of departmental teaching and learning. In particular, the Head of Modern Languages should expect to:

Leadership and Development

- Establish a vision for MFL in the academic life of the School.
- Ensure that teaching and learning are excellent, specifically through lesson observation, appraisal, continuing professional development and departmental review.
- Foster a delight in the subject, an excellent work ethic and a culture of high expectations, achievement and success amongst staff and pupils, and setting the highest academic standards.
- Encourage independent learning specifically through the use of formative assessment and thorough, imaginative schemes of work.
- Maintain excellent communications with the department about departmental and School matters, and relaying School policy to the department.
- Develop the appropriate use of ICT as a tool for teaching and learning.
- Determine staffing requirements; assisting in appointing new staff; providing opportunities for responsibility to be assumed by members of the department.
- Represent the department within the School and promoting MFL in the wider academic community including feeder schools.
- Coordinating professional development reviews within the department.
- Model, nurture and develop the very best practice in teaching and learning.
- Monitor assessment and reporting across the department.
- Be central in organising departmental staffing, timetabling and job specifications.
- Coordinate examples of good practice and facilitate the sharing of ideas across the department.
- Submit an annual departmental budget and oversee departmental spending and stock.

Teaching and Learning

- Monitor and record the learning of pupils in the department, overseeing the support of those with additional needs.
- Write and update schemes of work and programmes of study.
- Monitor and support the progress of both new and established staff.
- Organise lectures and talks by outside speakers.
- Provide curriculum information as required.
- Deal with syllabus enquiries, updating, investigating alternatives and changing syllabuses as necessary.
- Establish and oversee subject enrichment within the co-curricular programme.
- Research, update and order resources.
- Arrange departmental displays.
- Manage and organise trips, where appropriate.
- Monitor the setting of homework ('Banco').
- Provide information for pupils making GCSE choices and Sixth Form choices.
- Meet and communicate with parents when required.
- Prepare and present the Departmental Review and supplementary documentation.
- Keep up to date with subject developments.

Universities

- Assist with university applications, including organising and conducting mock interviews in accordance with the arrangements made by Higher Education & Careers team.
- Collate and disseminate up-to-date University and UCAS information.
- Provide comments for UCAS references as well as other relevant details as required.
- Provide assistance, extra tuition and general guidance for Oxbridge applicants.

Examinations

- Oversee the setting and marking of Sixth Form and 13+ scholarship/admissions examinations.
- Assist in organising internal examinations where appropriate (eg orals), including setting, marking and moderating papers, collating statistics and publishing results.
- Organise entries for public examinations.
- Providing details of estimated public examination entries and candidates for re-sits, and supplying predicted grades.
- Dealing with examination boards, including complaints, re-marks and appeals.
- Handling public examination results, including answering parental enquiries, and providing comments, data and statistics as required.

General

- Managing the departmental budget.
- Writing references when required.
- Reviewing and updating the on-line departmental handbook.
- Providing occasional reports for School publications on departmental developments.
- Organising and chairing weekly departmental meetings.
- Attending HoDs' and other meetings as required.
- Making arrangements for cover of absent members of the department.
- Taking responsibility for the Health & Safety of the department, including making an annual review of Health & Safety (and related) procedures.

Professional and Personal Development

- Provide encouragement and guidance to staff members as regards their development.
- Participate in the Brooke Hall Professional Development (appraisal) process.

Marketing and Admissions

- Develop and maintain links with prep schools, primary schools and other secondary schools.
- Organise, administer and monitor the setting and marking of internal and external examinations.

Pastoral Care

- Play a full part in the pastoral responsibilities associated with working in a boarding school.
- Take a proactive role in ensuring the pastoral wellbeing of pupils, drawing the prompt attention of relevant members of the core of staff supporting each pupil to any issues affecting their welfare.
- Act as a Tutor to pupils, attached to one of the boarding houses within the School's tutoring system.

Co-curricular Responsibilities

- Promote the values of Charterhouse in order that pupils acquire the values, attitudes, skills and knowledge needed to make a positive contribution to society and actively participate in the promotion of the School both intra- and extra-murally, as reasonably required.
- Participate fully in leading and supporting co-curricular activities provided for pupils.
- Promote and assist with the development, delivery and supervision of pastoral and academic enrichment activities such as co-curricular projects and subject-related societies.

Safeguarding

- Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.

All teaching members of Brooke Hall (the common room):

- Teach (or are available for Private Study supervision or emergency cover) a set timetable per week.
- Accept and take on responsibilities within their department as reasonably required such as assisting with the setting and marking of internal examinations, entrance examinations and scholarship examinations/assessments as required, including the recording of results.
- Develop and share resources and good practice with the rest of their department, contributing to departmental meetings and the development of the on-line departmental handbook.
- Set and mark work in accordance with School and department policies, giving constructive feedback from appropriate tasks, and maintain accurate records of pupils' attainment and academic progress and writing assessments and reports on pupils as required.
- Attend meetings, such as staff meetings, INSET days, and Parents' Briefings and communicate with parents both at planned School events and where otherwise appropriate.
- Invigilate exams (internal and external) as reasonably requested by the Examinations Officer and in accordance with the regulations of the Examining Boards.
- Support the targets of the School Development Plan through the implementation of departmental development plans.
- Draw up and deliver Schemes of Work, administering coursework and controlled assessments for chosen syllabuses, ensuring they are conducted within examination board guidelines, completed by any prescribed deadline, and properly assessed, and that marks are submitted on time.
- Be aware of and ensure departmental and individual compliance with all Health and Safety requirements, including off site activities, ensuring that classrooms and associated areas are secure, safe and orderly environments for pupils.
- Issue and ensure the return of department materials and other subject-specific materials required by pupils.
- Provide extra support outside the timetable where appropriate and as reasonably required.

Person Specification

Qualifications

ESSENTIAL

- a good Honours degree relevant to the teaching aspects of the role

DESIRABLE

- experience of working with a public examination board
- a recognised teaching qualification, such as a PGCE

Relevant Experience/Knowledge & Technical Competencies

The successful candidate will possess a strong track record or potential for achievement in:

- leadership and management skills demonstrating initiative, vision and the ability to lead and manage change
- the outstanding teaching of a language to A Level/ Pre-U and beyond (preferably French), and the ability to offer another language to GCSE
- excellent classroom management skills and an appropriate rapport with pupils
- nurturing and supporting pupils' wellbeing with well-developed pastoral instincts
- problem-solving – analysing the task to be undertaken, together with reviewing and evaluating the outcomes.
- working with others to achieve goals by negotiating and allocating tasks, as well as motivating and supporting a diverse and highly skilled team
- communicating concepts in modern languages articulately, positively and sensitively to pupils of differing attainment levels and age
- designing excellent lessons

Personal Competencies / Skills

- ability to turn a vision into reality
- commitment to the highest of academic and pastoral standards
- ability to inspire and motivate others
- good time management skills; superb organisation
- patience and enjoyment of attention to detail
- ability to use initiative, be proactive and assertive
- willingness to accept that the role will require work outside 'normal hours'.
- a genuine preparedness to contribute to and participate in the wider life of the School,
- ability to use an appropriate range of resources and strategies in teaching
- awareness of an individual's educational needs and the ability to direct teaching accordingly.
- high levels of literacy, enthusiasm and confidence, and a good level of humour when necessary

Application Process

Applications should be made in accordance with the School's application and safer recruitment procedures (available on the website) and emailed to:

headmaster_hr@charterhouse.org.uk

Closing date for applications is:

12 noon on Monday 7 October 2019

If prospective applicants would like a preliminary conversation with Simon Brian, the Deputy Head (Academic), please contact him via deputyheadmasteracademic@charterhouse.org.uk to arrange a suitable time.

Interviews will take place shortly thereafter.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.





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