

Twyford School

HEAD OF FRENCH

Job Description

Outline

To lead and co-ordinate the teaching of French throughout the Prep School.

Detail

- To take responsibility for the teaching of French throughout the Prep School and to liaise with the Pre-Prep to ensure continuity.
- To ensure all programmes of study and schemes of work are in place and are suitable for each year group and the range of abilities therein.
- To keep up to date with current trends and techniques in the study and teaching of French
- To ensure IEPs are used as appropriate in all French lessons. To be familiar with the individual learning needs of pupils on the SEN Register, and to regularly communicate with the Head of Learning Skills and to follow the guidance of Learning Skills Specialist Teachers to ensure pupils with specific needs make best progress.
- To mentor and monitor teachers of French in the School, including NQTs.
- To liaise with the Director of Studies, who will be their line manager, on matters pertaining to curriculum and timetabling, particularly professional development and current trends.
- To liaise with the Head of Teaching and Learning on matters pertaining to their own teaching practice and that of members of their department
- To assist in placing pupils in the appropriate sets.
- To teach French to pupils at all levels, which may include Common Entrance and Scholarship preparation.
- To take responsibility for Health and Safety within the Department.

- To comply with all the requirements in the generic Head of Department Job Description (see elsewhere).
- To be part of the weekly duty team. This includes: supervision of morning assembly/chapel, breaks, lunch times and departure. To fulfil one evening duty each week, assisting with supervision of the boarders and offering suitable activities in line with your own abilities and interests.
- To be a form teacher (registration/prep supervision) and/or tutor (pastoral/academic guidance).
- To be attached to one of the four House groups, within which internal competitive activities are organised.
- To work within the School policies and guidelines, particularly the Twyford School Code of Conduct and Teachers' Standards.
- To play a full part in the life of the School, including extra-curricular activities

This job description is subject to annual review

December 2017

HEAD OF FRENCH

Person Specification

	Essential	Preferred
Qualifications	Degree	In French/Modern Languages
	Teaching qualification	
Experience	At least 3 years' teaching experience	Experienced in teaching 7-13 year old pupils
Management	Ability to manage people	Experience in managing people
	Ability to manage a budget	Evidence of experience
		Experience in organisation of school overseas language trips
Personal	Passionate about languages	
	Enthusiastic communicator	
	Self-motivated with good organisational skills	
	Ability to work in a co-operative environment	
Other	Pastoral experience	Boarding school experience
	Willingness to participate in the extra-curricular programme	Expertise/experience in extra-curricular activities and/or outdoor pursuits