

**HEAD OF
MODERN FOREIGN
LANGUAGES
JOB DESCRIPTION**

START DATE AUGUST 2024



REPTON
CAIRO

HEAD OF MODERN FOREIGN LANGUAGES JOB DESCRIPTION

Post: Head of Modern Foreign Languages
Reporting to: School Principal

As Head of MFL, you will set the vision for the development of MFL across the school; you will inspire and lead staff; think strategically and demonstrate a high standard of subject knowledge; enabling you to deliver high quality teaching, to ensure that pupils achieve their full potential.

PRINCIPLES

- The Head of MFL is expected to undertake all the professional duties of a teacher, under the reasonable direction of the School Principal. In addition, the Head of MFL will be expected to take responsibility for the co-ordination and development of work throughout the school in MFL through the duties detailed below.
- In fulfillment of all responsibilities and duties, the Head of MFL should show a commitment to the school's mission statement, the policies and philosophy and ethos of the school, and strive to maintain these through professional personal conduct and effective relationships with colleagues, pupils and parents.
- This job description identifies the responsibilities of the post. It will be reviewed annually by the School Principal and may be subject to amendment, as the needs of the school require, but only after full consultation with the Head of MFL.

RESPONSIBILITIES

It is the responsibility of the Head of MFL to:

- Formulate and implement a development plan for MFL
- Co-ordinate and develop work throughout the school in MFL
- Act as a teacher by delivering high quality lessons
- Maintain good order in the classroom and around the school
- Be a good role model for pupils and for staff through professional practice which sets a standard for other teachers to emulate

- Safeguard the health and safety of self and others both when on the school premises and when engaged in authorised school activities elsewhere
- Act as a form tutor, if required

DUTIES

The duties of the Head of MFL shall include the following:

- **Develop and Review**

- The policy for MFL, ensuring that this is in accordance with the school policies and the requirements of the National Curriculum
- The schemes of work for French, through full consultation with teaching staff
- Appropriate systems for monitoring, evaluating and recording pupil progress in French

- **Manage Resources in MFL**

- Building, maintaining and organising resources to best effect
- Keeping an inventory of resources and their deployment
- Monitoring and reviewing the effectiveness of shared resources

- **Co-ordinate MFL**

- Taking an overview of the MFL curricula and co-ordinating programmes of study
- Ensuring that the appropriate curriculum policy is understood and implemented through meetings at least once a term and lesson observation, by arrangement
- Assisting enrichment teachers with the diagnosis and support of children with special educational needs in the appropriate area of the curriculum
- Organising and running relevant extra curricula activities or clubs

VOCABULARY

Monday, 24th September, 2023
Term 1, Week 3, Lesson 9
Identifying the Main Points

Stake

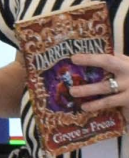
Dis
Abdicat
Affirm
Paral
Midst
Parous
Prose
Parquet
Stake
Stagnant
Popular
Empire
Faded
Abdicat
Affirm



Group Task

- Chapter
- important events
- Different groups, reports back
- findings

Mr. Finlay



Students sitting at desks in the classroom, some looking towards the teacher.

Students sitting at desks in the foreground, some looking towards the teacher.

- **Disseminate Expertise in MFL**

- Keeping abreast of developments, initiatives and technology by attending training and reading relevant literature
- Applying lessons learned from educational research to improve the effectiveness of teaching and learning
- Engaging in research to improve professional knowledge, skills, understanding and ability
- Keeping colleagues informed of new developments by leading school-based training and recommending appropriate external courses
- Leading German as a second language

RELATIONSHIPS

- Responsible for
 - All teachers of MFL
- Responsible to
 - To the School Principal
- Co-operate & Communicate Effectively With
 - The School Administration
 - All colleagues, both teaching and non-teaching
 - The enrichment teachers
 - Inspection teams
 - Parents
 - Pupils

Qualifications / Attainment	
Bachelors Degree	Essential
QTS	Essential
Master's	Desirable

Skills Required	
Effective leader with a track record of experience in academic/curriculum leadership positions	Essential
Experience in delivery of the English National Curriculum. Knowledge of IGCSE/IB	Essential
Problem solver, able to work under pressure and manage competing priorities	Essential
Strategic thinker, able to prioritise, plan and organise	Essential
Team builder	Essential
Highly skilled teacher, able and happy to model highly effective planning, teaching, marking and assessment	Essential
International school teaching experience	Desirable
Experience/understanding of UK independent school education	Desirable

Personal and Professional Qualities

Excellent communication skills, leadership and persuasion skills	<i>Essential</i>
Strong organisation skills	<i>Essential</i>
Resilient, patient, adaptable, flexible	<i>Essential</i>
Sense of humour	<i>Essential</i>





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