

HEAD OF MODERN FOREIGN LANGUAGES

Required for September 2018

Person specification

A dynamic, energetic, well qualified and highly committed person possessing excellent language and literary skills, capable, ideally, of teaching at least one language to Advanced and Oxbridge level and a second language at least to GCSE.

The post has become available following the promotion of the current Head of Modern Foreign Languages (MFL) to an Assistant Head role within the school.

Key skills / Qualities

The person to be appointed to the role will be an excellent communicator, possessing very good leadership and interpersonal skills, capable of communicating his/her enthusiasm for languages to all and his/her vision for the department to colleagues. Strong organisational skills are required as is the ability to manage a heavy workload and to deal swiftly and efficiently with day to day matters as they arise.

Line Management

The Head of MFL reports directly to the Deputy Head (Curriculum) with whom he/she liaises regarding the development of the curriculum, the timetable and budgets. He/she is also a member of the Curriculum Committee and attends all Heads of Department meetings. The Head of MFL will also be a Form Tutor and in this capacity will attend Pastoral Layer meetings. It is also expected that the Head of MFL be available to attend Presentation Evenings to parents as and when these arise.

Responsibilities

The Head of MFL is responsible for the promotion and coordination of modern languages at NLCS. The study of languages is incredibly popular among students throughout the school, and working to help support the other Heads of Department within the faculty is a key aspect of the role. The Head of MFL may also be the Head of their specialist language.

Main Responsibilities are conducted in close liaison with Heads of Languages:

- Overall leadership and development of teaching and the curriculum within the MFL Department
- Meeting regularly with Heads of different languages, the Second in MFL, the Key Stage 4 coordinator, and the department as a whole
- Overall responsibility for the organisation of school trips

- Oversight of extra-curricular opportunities and provision of modern languages, including liaison with the Polyglot Society committee
- Responsibility for the smooth running of the technical equipment within the department and for liaison with the ICT Department
- Overall responsibility for the assessment, examination and homework policy in the Department
- Supporting the work of colleagues within the department through the leadership of subject specific INSET and identification of other professional development opportunities.
- Overall responsibility for the administration of the Modern Languages budget and the individual language budgets

Aims of the Department

The Department aims to promote an enthusiasm for language learning, an interest in other cultures and an awareness of the importance of languages in today's society in addition to an independent approach to study and a passion for learning.

The Department

The department is aims to provide excellent teaching across six different languages; French, Spanish, German, Italian, Russian and Mandarin. All languages are available as an option at both GCSE and Sixth Form level. The MFL department consists of ten full-time members of staff, five part-time members of staff plus eight language assistants, two in French and in Spanish and one each in German, Italian, Russian and Mandarin Chinese. Most teachers teach two languages. The department is well equipped and resourced. It has its own office with computers for staff use; there are two Sanako digital language laboratories, one exclusively for sixth form use. All classrooms have interactive whiteboards and PCs. The members of the department share a common ethos and the atmosphere is very positive: staff willingly share their expertise and resources and volunteer for extra responsibilities as and when necessary. Trips to the theatre, to the cinema and to art galleries are frequent, as well as lunchtime and after-school activities run by staff and students. The school's modern languages society, Polyglot Society, is very active; it is run by the Sixth Form in order to bring awareness of languages to all sections of the school. Polyglot Society also takes responsibility for the termly MFL magazine, The Linguist.

The Curriculum

Currently all girls study French (three periods per week) in Years 7-9. In Year 8, all girls study two from French, Mandarin, Spanish or German (three periods per week). In Year 10, all girls must choose at least one modern language for (I)GCSE on four lessons per week. French, Spanish, German, and Italian and Mandarin (from next year), follow the CIE IGCSE specification. Russian follows the Edexcel specification.

French, Spanish, German, Italian and Russian are all offered for both the Pre-U and the International Baccalaureate Diploma, as will Mandarin be from September 2018. Numbers of girls pursuing modern language study at all levels are extremely healthy, and each year a good number of girls apply successfully to top universities for Modern Languages courses.

Trips

There is a varied programme of exchanges and study trips for pupils throughout the school and all members of the department are expected to contribute to the programme. Currently there are exchanges with schools in Chambéry, Málaga, Ludwigsburg, Paris, Madrid, Fontainebleau and Bogotá, and trips to Granada, Bordeaux, Florence and Munich, as well as to China and Russia.

Extracurricular activities

The Head of MFL is expected to ensure that extracurricular activities for students offer a range of opportunities to explore and develop their passion for languages. It is expected that each member of the Department will volunteer to run extracurricular activities. These could include responsibility for Polyglot Society, Miniglot Society for younger girls, theatre and cinema outings and visits to galleries.

Professional Development Opportunities

There is a strong culture of professional development at the School. In addition to the openly advertised internal promotion and professional development posts, the School also offers a number of external opportunities.

Following the opening of two partnership schools, North London Collegiate School, Jeju (in South Korea), and North London Collegiate School, Dubai, staff in the UK have opportunities to be involved in monitoring visits to South Korea and Dubai, and to be involved in the recruitment and training of their staff. A number of exchange opportunities are available to staff, both to Korea, and to partner schools in the USA and Australia.

The School works closely with The Prince's Teaching Institute, which is co-directed by the former Headmistress, Mrs Bernice McCabe. It provides residential, subject-specialist training to the maintained sector. The Prince's Teaching Institute activities currently reach 360,000 children in England and Wales. In 2014/15, 704 Secondary Schools, which is 16% of all Secondary Schools in England and Wales, have sent a teacher to a PTI course. Currently there are nine subject streams designed and led by NLCS staff, and the School pays for a number of staff from NLCS to attend the courses.

As part of the larger Senior School we benefit from being able to attend lectures and presentations from an eminent number of speakers, including John Bercow, Margaret Beckett, Brian Sewell, Tom Holland and Lord Winston.

Terms and Conditions

North London Collegiate School has its own generous salary scale. A salary review is conducted each year.

The School is a member of a BUPA group scheme; subscription is open to all staff. Staff may pay into the Teachers Superannuation Scheme. NLCS terms are shorter than the maintained sector.

Some staff accommodation is available on site. There is free use of the School's coach service and exclusive use of the indoor swimming pool, fitness suite and sports hall.

Staff children who are selected to join the school enjoy 25% fee remission (for up to two daughters).

Applications

Application should be made in writing to the Headmistress, Mrs Sarah Clark, with a letter of application, completed application form and the names and addresses of two professional referees, one of whom should ideally be the Head of the applicant's present school. If applying by email the application form should be sent to Deputy Heads' PA at deputyheadspa@nlcs.org.uk.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment as part of their duties. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.

The closing date for applications is Friday 2nd March 2018 at 11.00 am.