



Job Description for Head of Modern Foreign Languages

The Ladies' College

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 550 pupils between the ages of 2 ½+ and 18. The Junior School, Melrose, (140 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Senior School (400 students) occupies purpose-built premises opened in 1964 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016.

In our Pre-Preparatory Department our girls follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 girls in the Preparatory Department and 24 in the Junior Department. In the Senior School we have a three-form entry at 11+ and most classes comprise 18 to 24 girls. Our students take ten (IGCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about a student's well-being and happiness as we do about their academic progress.

The Modern Foreign Languages Department

The Department sees its role as developing an understanding of how languages work, using language as a practical communication skill and achieving a degree of international cultural awareness. We use modern and attractive teaching materials and encourage pupils to become confident linguists.

French is taught from Year 7 and forms part of the core curriculum in Years 7 and 8. Our location places us conveniently close to France and we have an exchange partnership with a school in Fouesnant in Brittany in Years 7 and 8. We also have partner schools in Spain and Germany. German is introduced to all girls in Year 8 and, during the course of this year, they are also given a taster session in Spanish. They then have a choice for Year 9: they may

continue with French and/or German or opt to study Spanish. All three languages are offered at iGCSE and A-level.

Our Sixth Form classes are co-educational, owing to our link with Elizabeth College. We have a good take up of Modern Languages at A level. The Department has an excellent track record of examination success, with hard working and motivated students gaining a high proportion of A* and A grades at iGCSE and high grades at A level. We often have students who choose to study Modern Languages at university, some applying to Oxford and Cambridge.

The Department occupies four classrooms in the main building of the College, equipped with digital projectors, 'smart' boards and computers. We have Foreign Language Assistants who help with oral work in the Sixth Form.

Candidate Criteria

We are looking for a teacher with first rate academic qualities who can inspire the students with a love of Modern Foreign Languages, as well as a genuine interest in each student and the wider curriculum issues. All full-time staff are expected to serve as form tutors and to support the pastoral and extra-curricular activities of the school.

Role and Responsibilities

This document should be read in conjunction with the Head of Department job description which applies to all Head of Department roles at The Ladies' College and is provided for reference on advertising this role.

The Head of Modern Foreign Languages is responsible for the development and delivery of languages across the senior school. Further tasks include:

- Providing the girls with linguistic and cultural opportunities e.g. pen friends, overseas visits and exchanges
- Encouraging co-curricular activities such as participation in local and national competitions
- Liaison with Colleagues in the MFL department at Elizabeth College
- Organising events/activities which promote languages and which also provide opportunities for outreach
- Contributing to broader work in College as required.

Line Management

Reports to the Director of Studies.

Remuneration

Guernsey has its own salary scale. The remuneration for this post will be on a scale between £29,247 and £41,996 according to qualifications and experience. There is also an Upper Pay Scale from £44,353 to £47,175 for teachers who have worked for more than six years and

have successfully crossed the threshold. These rates are reviewed annually. All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. This is fully transferable into and out of the DfEE Teachers' Superannuation Scheme. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

In addition to the appropriate level of teaching remuneration (as above), the remuneration for this position is a Level 3 Management Allowance, which current equates to £8,377/annum at the time of writing.

Other benefits

Removal expenses up to a maximum of £3,500 will be paid by the school, within 1 year of joining. This will need to be refunded to the school should employment cease for any reason within the period of 2 years of the date of employment.

Staff are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

Living and working in Guernsey

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for "The Population Management (Guernsey) Law, 2016". The College is required to apply for either a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years on behalf of employees who are not locally qualified residents.

The permit associated with this role is a LTEP.

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced Disclosure and Barring Service (DBS) check and be able to prioritise the well-being of young people in our care.

Once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise.