

BRIEF FOR THE POSITION OF Head of Languages



MALVERN
COLLEGE

www.thedownsmalvern.org.uk



THE DOWNS
MALVERN

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Welcome

The Downs Malvern is a busy, vibrant and successful co-educational preparatory school for boarding and day children aged between 3 and 13 years. The school is situated in extensive, beautiful and safe grounds on the Herefordshire side of the Malvern Hills. The facilities are first class and, through a wide range of exciting and challenging opportunities, we are able to offer each child an outstanding preparatory education.

In November 2022, The Downs Malvern joined the Malvern College Corporation. The College is a co-educational day and boarding school, for 650 pupil aged 13-18 years, with most of The Downs Malvern's pupils joining in Year 9. The Malvern brand is globally strong with sister schools in Qingdao, Chengdu, New Cairo, Hong Kong and Tokyo. In total, more than 4,400 pupils experience a transformational Malvern College education around the world. The Malvern College Family of Schools also includes thriving enterprise and guardianship companies, in addition to a well-established fundraising and alumni relations society.

Thank you very much indeed for your interest in the position of Head of Languages at The Downs Malvern. This is an exciting opportunity to join a forward-looking team early in a new chapter for the Malvern College Family of Schools, building on an inspiring 158-year history.

We are looking to appoint to the role of Head of Languages, who will be responsible for ensuring that the core academic areas for which they hold responsibility are providing all pupils with an engaging and stimulating curricula whilst following the schools policies and procedures to ensure a consistent and joined-up approach.

This is a chance to be part of a high calibre team in a culture that emphasises the development of people.

If this role is an opportunity that excites you, and you believe that you have the necessary skills, experience and attributes, then we would be delighted to receive your application.

Head of Languages

Job description

Job Title

Head of Languages

Responsible to

Deputy Head (Academic)

Responsible for

All Languages Teachers and Coordinators

Purpose of the post

1 Family	4 Countries	9 Schools
4,400 Pupils	1,630 Staff	1 Society

The Head of Languages fulfils a key role in ensuring that the core academic areas for which they hold responsibility are providing all pupils with an engaging and stimulating curricula whilst following the schools policies and procedures to ensure a consistent and joined-up approach. It is the role of the Head of Languages to promote the work of the departments within their remit and seek opportunities to engage and extend pupils within the specific areas of the curricular. The Head of languages will also work with the SLT as one of the senior teachers in the school and assist in the effective operational management of the school.

Areas of Responsibility

Key Responsibilities

- Be responsible for delivering and co-ordinating the teaching of the subjects within their remit throughout the school (Reception to Year 8)
- Ensure that there are published schemes of work for each year group for each subject area within their remit and that they are implemented by all teachers within the department.
- Teach required subjects to the highest possible levels and with the utmost attention paid to excellent teaching methods relevant to the abilities of the children within the class.
- Evidence that high standards of teaching and learning in the school are being maintained and exceeded within the department.
- Improving, where necessary, or maintaining positive departmental “value added” results, year on year.
- Line-manage the Co-Ordinators within their department, involving them in the departmental development plans, creating a culture of trust and mutual support within the departments.
- Contribute to staff development and appraisal through regular observation and sharing of best practice.
- Develop and oversee the implementation of departmental policies with the input of the teaching team within the department.

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- Contribute to the school's inspection preparation by providing required policies and evidence as requested by the Senior Leadership Team.
- Contribute to the school's academic development by sitting on the Academic Steering Committee (Heads of core subjects, SENCO, and IT Co-Ordinator)
- Any reasonable request that may from time to time be made by the Head or Governors.

Pupil Performance

- Track departmental pupil performance in terms of attainment and progress.
- Promote and oversee the use of targeted interventions within the department to assist pupils in achieving their potential.
- Provide additional opportunities to stretch and extend the most able and most interested pupils within the department subject area.
- Communicate effectively with parents about pupil performance, attainment and systems of support within the department.

Other Responsibilities

- Contribute to the school's safeguarding culture by maintaining an awareness of current safeguarding trends and participating fully by taking an involved and informed approach.
- To be a fully integrated member of The Downs Malvern teaching team, attending meetings and pre-term INSET and also fieldtrips, including residential, as required.
- To play a full part in the life and running of this successful Day and Boarding Independent school which might include the teaching of games and activities/hobbies.
- Submit calendar entries to the Deputy Head (Pastoral) in an efficient and timely manner in accordance with published deadlines.
- Ensure the school enjoys positive working relationships with parents.
- Overtly promote the values and achievements of the school to the wider community.
- Attend staff, pastoral, and departmental meetings as scheduled.
- To undertake a pastoral role, in accordance with school policy, reporting to the Deputy Head and, where applicable, Houseparents and you may be asked to undertake a boarding duty in the Boarding House on a rota with other members of staff.

Leadership

- Work with the SLT to lead, motivate, support, challenge, and develop all departmental staff to secure continual improvement.
- Assist the SLT in the effective operational management of the school.
- Ensure that procedures, rules and routines are properly understood and observed within the department.

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- Support the aims and objectives of the school and help promote a positive climate in which the school is always striving to review and improve its effectiveness and efficiency.
- Take a leading role in decision making and policy development across the school.
- Actively promote and maintain positive relationships with parents.
- Support the Headmaster in developing and maintaining high morale and confidence among all staff and to set an example of high professional standards and leadership.
- Play an active role in professional development within the department and chair appropriate departmental meetings.

Standards and Quality Assurance

- Set an example of professional conduct and personal commitment to the education and welfare of the children in the school which can be followed by colleagues and appreciated by parents.
- Set a good example in terms of dress, punctuality and attendance.
- Contribute to the marketing of the school, seek to promote the activities within the department to both internal and external audiences.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Headmaster to meet the changing needs of the school.

Safeguarding Responsibilities

- Promoting and safeguarding the welfare of children and young persons with whom you come into contact; and
- Reporting any safeguarding concerns, including low level concerns, to the Designated Safeguarding Lead or their Deputy in a timely manner.

This post involves significant contact with children and the post holder will be responsible for children. The post holder will be considered to be in regulated activity.

Head of Languages

Person Specification

Essential

Desirable

Education and Qualifications

- Qualified with appropriate degree and/or post graduate qualification.

- Management qualification

Experience, Knowledge and Understanding

- Demonstrable experience of leading a department, from both a pupil and staff perspective, teaching the subject areas and leading the subjects and colleagues within it.
- Demonstrate ability and experience necessary to perform the role of Head of Languages effectively across the school.
- Experience of supporting and developing colleagues
- Secure knowledge and understanding of subject areas.
- Good knowledge of other statutory requirements related to pupils' education or welfare.

- Able to teach German

Role Related and Personal Skills

- Commitment to ensuring safeguarding children is prioritised above all else.
- Keeps up to date with research and developments in pedagogy and curriculum content.
- Support the ongoing development of ICT skills across the school

- Ability and willingness to take part in numerous areas of school life and expertise in areas beyond the classroom

General

- Actively support the ethos of The Downs Malvern and models it to colleagues, parents, and pupils.
- Actively models TDM's values at all times to colleagues, parents and pupils.
- Actively promotes the school within the local community and is willing to market the school at every opportunity.

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Hours and Benefits

This is part time role and hours can be discussed at interview.

- Membership of APTIS (Aviva Pension Trust for Independent Schools) with tiered employer contributions
- Subsidised Private Health Insurance.
- Generous membership terms (family and personal) for the College Sports Facility.
- Free on-site parking
- Cycle-to-Work scheme.
- Free access to the Malvern College Library.
- Personal Accident Insurance cover.

Application Process

Applicants may contact the Headmaster, Mr Andrew Nuttall to discuss the post if they wish. Mr Nuttall can be contacted by email: andrew.nuttall@thedownsmalvern.org.uk

Full details of working at The Downs and our Application form can be found on our website: <https://www.thedownsmalvern.org.uk/about-the-downs/job-vacancies.html>.

If you have a query regarding the application process, please contact the Human Resources team either via email humanresources@malverncollege.org.uk or by phone 01684 581647.

General Requirements

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In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Malvern College's legal duties for Health and Safety.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Malvern College and The Downs Malvern are committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Malvern College and The Downs Malvern exist to provide a quality all round education for pupils aged 3 – 18 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. An online search will also be carried out as part of due diligence on all short-listed candidates.