

Assistant Head of Primary School – Bilingualism and Languages- French

Main tasks and duties of Assistant Head of Primary School

Job Scope

The Assistant Head - Bilingualism and Languages is a key member of the Primary Senior Leadership Team (PSLT) and will take responsibility for leading the development and implementation of high-quality learning and teaching with particular focus on Languages of Instruction (French) and bilingual programs for students in Pre-K to Grade 5 (Phase 1 & 2). This role focuses on ensuring student achievement and progress in these languages, fostering a love of language learning, and promoting international-mindedness and bilingualism within the school community. He/She should always conduct themselves in an appropriate professional manner to support and foster the aims and ethos of SISD.

Safeguarding Statement

Safeguarding is everybody's responsibility. All staff working at SISD will have some contact with children and will therefore be in a position of trust. Staff with teaching duties will be responsible for the students that they teach and may also have additional specific pastoral or other responsibilities for other students they do not teach. In addition, all staff will regularly interact with students who may seek assistance or otherwise interact with them whilst moving around the school. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the students is to adhere to and always ensure compliance with the school's safeguarding and child protection policies and procedures to include whistleblowing. The post holder is required to declare all convictions and cautions (including those which are "spent") to assess their suitability to work with children. SISD is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including checks with past employers and provide police clearance checks. Teaching Staff will also be subject to prohibition from teaching and barring checks.

Main Duties and Responsibilities

This not an exhaustive list of duties/responsibilities. The responsibilities outlined may be modified by the Head of Phases 1 & 2, upon mutual agreement, to reflect or anticipate changes in the role:

Direction:

Work within the Primary School Leadership Team to:

- Promote and enhance the well-being of students
- Ensure the school promotes international mindedness
- Develop school improvement through self-study for school inspection and authorization processes i.e., KHDA, IB, CIS
- Develop and implement policies and practices reflecting the school's commitment to high standards i.e., KHDA, IB, CIS
- Share expertise and bring positive benefits to the school by working with outside agencies and stakeholders including other schools and organizations
- Support and lead staff on high quality teaching in bilingual streams and in MFL pathways

Leadership and Coordination

- Lead, with the support of the Deputy Head, the French and German Coordinators in developing and implementing curriculum plans that align with the school's educational philosophy (e.g., IB PYP) and national/regional standards.
- Oversee the quality of teaching and learning in French and German across all grade levels, ensuring consistency and effectiveness.
- Provide ongoing support and professional development opportunities for French and German teachers.
- Lead the development and implementation of assessments to monitor student progress in French and German and use data to inform instruction and identify areas for improvement.
- Coordinate and manage resources for the Languages of Instruction program, including materials, technology, and professional development opportunities.
- Collaborate with the PSLT and other curriculum leaders to ensure alignment between the Languages of Instruction program and other areas of the curriculum.
- Foster a culture of collaboration and communication among French and German teachers, promoting best practices and innovative teaching methods.
- Support the development of the Language Support team to ensure there is ongoing support for all students on the language support register

Language Development and Promotion

- Develop and implement strategies to promote bilingualism and multilingualism throughout the school.
- Organize and lead school events and activities that celebrate languages and cultures.
- Build partnerships with external organizations to enrich the Languages of Instruction program and provide students with opportunities to connect with native speakers.
- Stay abreast of current research and best practices in bilingual education and language acquisition.
- Develop and Oversee Language Support Programs: Design and implement tailored support programs for French, German, and English language learners, ensuring alignment with curriculum standards and individual student needs.
- Monitor Progress and Provide Interventions: Track student progress through formative and summative assessments, and design intervention plans for students requiring additional language support.
- Coach and Train Teachers and LSAs: Provide professional development and mentoring to teachers and learning support assistants on strategies for supporting students who are new to the language.
- Engage with Parents and Guardians: Organize regular communication and workshops to equip parents with strategies to support their children's language development at home, fostering a collaborative approach to learning
- Promote Cultural Integration: Plan and execute language and cultural events, such as multilingual days and celebrations, to enhance students' confidence and engagement while building appreciation for diversity.

Student Wellbeing and Support

- Work with the French and German teachers to create a supportive and inclusive learning environment for all students.

- Identify and support students who may require additional language learning assistance.
- Collaborate with the school counselor and other specialists to ensure the holistic well-being of students in the Languages of Instruction program.
- Promote the value of language learning for personal and academic success, fostering a global perspective in students.

Partnerships

- Develop and maintain strong relationships with French and German-speaking parents and families.
- Collaborate with external language partners, such as embassies or cultural centers, to provide students with authentic language learning experiences.
- Foster a network of communication and collaboration with other schools offering bilingual education programs.

Documentation and Reporting

- Maintain accurate records and reports related to the Languages of Instruction program.
- Contribute to the development of school-wide reports on student achievement and progress in languages.
- Regularly communicate with the Principal, Deputy Head of School, and PSLT on the progress and development of the Languages of Instruction program.
- Lead the identification of students who require support or language acquisition in English, French or German
- Manage the timetable and provision for students who require additional support with language acquisition
- Ensure records and documents are up to date to support the progress of all students on the language support register

Documentation and Resource Management

- To collaborate with the Head of Phases 1 & 2, Deputy Head of Primary School, Heads of department, Grade and Subject Coordinators in determining curriculum resources.

Key Relationships

Internal - Teachers, IB Curriculum Coordinators, Subject and Grade Coordinators, Heads of Departments, PSLT, Head of Phases 1 & 2, Deputy Heads of Primary School, Principal, Deputy Head of School

External – Parents, KHDA, IB, other IB schools

Signed: _____

Dated: _____