



ST MARY'S SCHOOL HAMPSTEAD

Job Description: Head of French
Responsible To: Deputy Head

Duties:

The Head of Department will:

- Establish good relationships;
- Encourage good working practices;
- Ensure professional development, including updating subject expertise and recommending appropriate in-service training;
- Oversee all aspects of the department's organisation and management in order to ensure that school policies and practices are being delivered;
- Evaluate pupils' progress, achievement and attainment and report to the Senior Management Team;
- Lead by providing an example of best teaching practice;
- Monitor the standards of achievement within the department;
- Coordinate and oversee the organisation of departmental visits;
- Lead the department's curriculum planning in accordance with school policy and in conjunction with the Deputy Head and Headmistress;
- Manage the teaching methods used by the department by developing and selecting suitable materials and advising on classroom practice;
- Ensure all the necessary departmental documentation is up to date according to school policies;
- Manage the department's budget and stock control in accordance;
- Be responsible for ensuring a high quality of wall display, including work by pupils, changed at regular intervals, in all rooms.

Person Specification:

- Qualified Teacher Status.
- The Head of Department should have experience of teaching the subject in Key Stage 1 and 2.
- The Head of Department should have knowledge and understanding of the principles and practice of Prep School education, curriculum management and the School's role in providing effectively for all pupils and a good working knowledge of the subject and of current developments.
- The Head of Department will be able to teach inspiring lessons focused on the learning of all students; participate and lead effectively in strategies to support staff development within the department; set and meet deadlines; inspire colleagues to be inspirational and dynamic and manage the departmental budgets.

Personal Qualities

- Exceptionally strong in both communication and administrative skills.
- Ability to communicate effectively verbally and in writing.
- Resilient under pressure.
- Able to deal sensitively with people and resolve problems.
- Positive, enthusiastic and motivated approach.
- Have the humility to listen and the ability to engender trust.