

 **Job Title: Head of Modern Foreign Languages
Job Reference No: 18-19067
Responsible to: Deputy Head Academic
Hours per week: Full time
Salary: Dependent on experience and qualifications
Commencing: September 2019**

Taunton School is just over 170 years old. It is an Independent School for over 1100 boys and girls, aged from 0 to 18 years with approximately 350 boarders. We aim to challenge, inspire and nurture young people to succeed in a global community.

The School is situated on an attractive campus on the edge of Taunton, which it shares with the co-educational Preparatory School, Pre-Prep and Nursery, providing continuity of education for all ages.

**Academic**

The School’s academic offering is broad, encompassing GCSE, A Level and the International Baccalaureate Diploma Programme as well as BTEC Sports Science Extended Diploma and BTEC Business Diploma. The overwhelming majority of pupils go on to Higher Education.

The School has an exciting opportunity for the role of Head of Modern Foreign Languages from September 2019.

The Modern Languages Department is based at the heart of the School and is well resourced in terms of rooms and equipment including IT. The Department has expanded its use of technology over recent years and has access to a range of software and online subscriptions including Kerboodle, Thisislanguage and Linguascope.

There are six full time members of staff including the Head of Department and four part time teachers. We have language assistants for French and Spanish. The Department teaches across the 13-18 age range, with some colleagues also delivering lessons at our Preparatory School and Taunton School International.

French, German and Spanish are taught as part of the core curriculum through Years 7-11. In the Sixth Form, French, German and Spanish A Levels are offered. For the International Baccalaureate Diploma Programme, we teach French A and B, Italian A and *ab initio*, Spanish B and *ab initio* and German A and B.

In French and Spanish the pupils in Years 9, 10 and 11 are in sets according to ability. There is currently one German group in each of Years 9 to 11. A language is compulsory in these year groups but students have the freedom to choose which one or two languages they study. Modern Languages is taught in two single 35 minute periods and one double in Years 9 to 11. Teaching is in a mixture of doubles and singles in Years 12 and 13.

The Department follows the Edexcel IGCSE specification for GCSE and AQA in the current A Level. With a good academic record, last year the A\* to C pass rate at IGCSE was 86%, of which 44% were A\* or A. 56% of our A Level students achieved A or A\* grades in French, Spanish and German.

Given that a language is compulsory for Year 11 students, entry numbers for IGCSE are very healthy and we are proud of the students’ results as they move through sixth form and beyond. The Department also currently teaches large numbers of students on the various language routes offered within the IB Diploma Programme. We are a flexible department, for example it is possible for A level students to study an IB language.

As well as delivering excellent lessons, Modern Languages teachers are fully engaged outside the classroom. We run a German exchange and study trips to France and Spain. The regular and varied extra-curricular language activities programme includes visits to Universities, guest speakers, films, quizzes, pancake making and *pétanque*.

The successful candidate will be able to teach up to A-level. Experience of teaching the IB is beneficial but not essential.

Taunton School offers a wide range of co-curricular activities, be they musical, service-based, sporting or cultural, to complement our academic programme.  All members of staff are expected to make a significant contribution outside the classroom to this busy six-day-a-week boarding and day community, and, in recognition of this commitment, the School pays a Taunton School Allowance on top of the basic teaching salary.

**THE ROLE OF THE HEAD OF DEPARTMENT**

Heads of Department are responsible through the Deputy Head Academic to the Headmaster for sustaining and improving the quality of education offered to pupils. They should promote educational opportunities and create an appropriate working environment for both pupils and teaching staff. The ethos of the School is a shared responsibility to which Heads of Department are expected to make a significant contribution.

As well as teaching responsibilities, the Head of Department is expected to lead the Department through effective planning, communication, resource management and organisation of the curriculum. More specifically;

* Monitoring and developing the quality of teaching and learning within the Department by supporting, encouraging, coaching, appraising, facilitating training, nurturing talent and seeking ways to improve staff, teaching standards and results;
* Ensuring that the Department meets the curriculum requirements both for the School and the examining board by entering pupils for public examinations, submitting appropriate coursework and ensuring that pupils are suitably prepared within specified deadlines;
* Setting and marking appropriate entrance and scholarship examinations within specified deadlines;
* Ensuring the effective deployment of staff and classes within the Department;
* Participating in the appointment of staff and supporting new staff entering the Department including trainee teachers;
* Supporting staff undertaking training and development activities by ensuring that objectives for doing the activity are clarified beforehand and that the effectiveness of the activity is evaluated on the INSET evaluation form immediately afterwards;
* Evaluating on a termly basis the effectiveness of training and development activities that staff have undertaken within the Department and reporting findings to the Inset Coordinator;
* Overseeing the organisation of pupils’ work within the Department ensuring that work is marked to specified standards; appropriate records are kept and parents and house staff are kept informed of progress and any other issues within specified deadlines;
* Submitting an annual Departmental plan to the Deputy Head Academic setting out objectives for the year ahead which tie into the School’s overall objectives and includes training and development aims;
* Contributing and participating positively to discussions on Departmental and School plans, objectives and budgets;
* Ensuring the effective communication between Departments and Departmental staff, School committees, senior management and the Preparatory School;
* Promoting the effective use of the library, Information Technology and other resources within the Department;
* Analysing the results of public examinations for the Deputy Head Academic and the Headmaster and contributes ideas for improvements, and is available on results days providing support and advice as required;
* Overseeing the organisation of cultural visits, day and field trips and exchanges here and abroad (if appropriate);
* Advising students about appropriate university and career options beyond School, providing references and giving support and encouragement;

**JOB SKILLS REQUIRED FOR HEADS OF DEPARTMENT**

* ***Demonstrates leadership and personal responsibility*** by motivating, raising awareness, giving direction, showing initiative, drive and determination, organising work, encouraging team-building and building commitment, being adaptable and showing good judgement;
* ***Works effectively with other people*** by allocating and delegating work fairly and according to people’s strengths and weaknesses; treating people equally and sensitively, developing good working relationships, sharing knowledge and information, supporting and encouraging, being a good team member, appraising people fairly and managing conflict where it arises;
* ***Gets the job done*** by delivering what is required on time and to the appropriate quality by forecasting and producing plans, monitoring progress against plans and reviewing performance, gathering and analysing information, creating solutions and managing change;
* ***Manages resources* *effectively***in particular demonstrating strong time and staff management skills but also effective management of equipment, IT, information, knowledge, money and accommodation;
* ***Communicates clearly*** by getting across the message effectively, listening carefully and responding to feedback; persuading and influencing; interviewing fairly and negotiating to achieve the best outcome; representing the Department and School professionally.

**The successful candidate will:**

* Lead and inspire a large, vibrant and committed department;
* Further enhance the Department’s already excellent reputation and results;
* Be aware that the Departmental plan mentioned above is particularly complex for MFL, involving as it does a large number of students from across the ability and age range including A-level and IB in different languages;
* Be prepared to undertake and where necessary delegate the many administrative duties associated with the Department such as examination entries and coursework procedures;
* Further improve the quality of teaching and learning within the Department through the sharing of resources and best practice, lesson observations, mentoring and the management of the professional development review process;
* Work with teachers within the Department to set aspirational individual targets for students, monitor their progress towards these targets, and engender a ‘growth mind-set’ within them;
* Work closely with the Head of MFL at Taunton Preparatory School to ensure a smooth transition into the senior school;
* Build on the previous incumbent’s excellent work with forging links with other MFL departments in the local area.

Taunton School offers a wide range of extra-curricular activities, athletic and cultural, to complement its academic programme. All members of staff are expected to make a significant contribution outside the classroom in some way and, in recognition of this commitment, the School pays a Taunton School Allowance.

The above job description is not definitive and may be adapted dependent upon the skills and interests of the successful applicant.

*Taunton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The offer of employment will be subject to pre-employment checks including satisfactory references and a successful enhanced DBS check.

Taunton School is an equal opportunities employer and sets out to be caring and reasonable in its approach to all staff; it values its staff and has been accredited with the Investors in People gold standard.*