

Godstowe

Job Description

Head of Modern Foreign Languages

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

Heads of Department and subject teachers are expected to be committed and enthusiastic teachers, able to interest pupils of all abilities. They should be able to communicate well with pupils and staff and have good organisational abilities. They should be receptive to new ideas and have a sense of humour. They need to be committed to all aspects of Boarding School life. Specific Head of Department responsibilities are described below.

The Head of Languages teaches languages to National Curriculum Years 3-8, with a particular emphasis on teaching to Common Entrance and Scholarship at 13+ level.

Management

All staff should liaise closely with other teachers in the school. They should also liaise closely with the Deputy Heads, who are all directly responsible to the Headmistress.

Duties and Responsibilities:

1. As Head of MFL

- To lead delivery of Modern Foreign Languages at Godstowe and enthuse girls in these subjects.
- To teach curriculum lessons to Years 3-8.
- Apply strong leadership, organisation and communication skills and be able to support new or junior members of the Department.
- Hold regular departmental meetings and ensure that these are minuted and available for all staff to read.
- Liaise with other members of the department and with the Deputy Heads as necessary.
- Produce an annual budget for the Bursar.
- Purchase books, equipment and other resources within the budget.
- Produce a forward-looking plan for the Department, which will include budget requirements.
- Produce an up-to-date departmental policy and review the curriculum annually as necessary.
- Keep up-to-date with developments in the National Curriculum and in the Common Entrance syllabus and produce a current Programme of Study (syllabus), which is available for all members of staff.
- Produce a syllabus for all years from Year 1 (Beginners) up to Year 8 (IVth).
- Liaise with the Head of Key Stage 1 and Form I teachers when producing the syllabus.
- To have a working knowledge of, and approve of, the Key Stage 1 teaching of their specialist subject.
- To lead, organise and run trips as well as other activities and events, and to liaise with other departments.

2. To the Pupils:

- To prepare and give lessons in accordance with the programme of study laid down by the department. This will require knowledge of the National Curriculum and the Common Entrance curriculum.
- To mark and assess pupils' work promptly and appropriately using the guidelines of the School and Department marking policies.
- To ensure that pupils produce, present and preserve their work in the most appropriate manner.
- To encourage and stimulate pupils to achieve the highest standards according to their ability by using differing methods and resources.
- To inform the Headmistress and other appropriate persons where a pupil is experiencing learning or other difficulties.
- To identify and support pupils who are specially gifted or who are in need of learning support and to liaise with the special needs co-ordinator.
- To enable pupils to gain a broad educational base by working across the curriculum where possible.
- To monitor and record the progress of each pupil.
- To offer guidance and advice to pupils and parents, and to take appropriate action after consultation with senior members of staff.

3. To the Department and the School:

- To be familiar with the School practices as set out in the Staff Handbook.
- To take part in Staff, Departmental, Parents' and other meetings as required.
- To work with the Deputy Heads in producing departmental policies, programmes of study, maintaining records, books, equipment etc. and to accept advice over these same matters.
- To attend in-service training for the subject and to continue at all times to develop professional skills.
- To set and mark exams and to complete reports as and when required.
- To maintain high personal standards of work, behaviour, appearance and punctuality.
- To maintain good order and discipline within the class and school and to safeguard the health and safety of pupils and staff.
- To liaise with the Deputy Head, Pupils and Boarding Staff as and when necessary.
- To offer lunchtime and/or after school activities (two hours per week) as a contribution to the school's Enrichment Curriculum.
- To participate in any arrangements for the Performance Review of staff.
- To be responsible, if required, for a form (duties and responsibilities shown separately).
- To carry out supervisions and to cover for absent colleagues as requested.
- To request approval from the Headmistress for any absence from school and to inform the appropriate people in good time.
- To carry out any other duties reasonably requested by the Headmistress.

Most teachers will be responsible for a form as well as teaching their subject(s).

4. Duties and Responsibilities of a Form Teacher:

- To be with the form between 08.25 – 08.40 and 16.00 – 16.10 each day. During this time the following activities may take place:
 - the register taken, absences being recorded and investigated
 - desks, prep bags and lockers checked
 - check on clothing and general appearance

- check that prep has been handed in
 - pass on information concerning that day's or week's events
 - discuss individual or group problems
 - check room tidiness
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- To monitor and maintain the discipline and conduct of the class and of individuals.
 - To maintain the displays and atmosphere of the form room.
 - To oversee the academic and pastoral care of the individual children by close communication with both staff and pupils.
 - To appoint monitors each term to carry out particular jobs and to carry out the other necessary tasks at the start of each term (see hand book).
 - To liaise closely with staff, Heads of Lower and Upper School and Deputy Heads over any concerns about pupils in the group. To liaise with parents after speaking to the Head of Lower or Upper School, if necessary.
 - To attend meetings with the Heads of Lower and Upper School on a regular basis.
 - To give the timetable for exams and help the class plan their revision and to remain calm.
 - To collate the form exam results.
 - To collate the half term report cards and end of term report at the correct time.
 - To keep the form profiles up to date.
 - To collect Colour Team points each week.

Review

The job description will be reviewed annually and may be subject to amendment after consultation. The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

Child Protection

All members of staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.

July 2024