JOB DESCRIPTION

HEAD OF MODERN FOREIGN LANGUAGES

This post will offer non-contact time and salary enhancement.

The Head of Modern Foreign Languages (MFL) is appointed by the Headmistress and is responsible to her via the Deputy Head Academic (academic matters) who acts as their line manager and the Deputy Head Upper School (pastoral matters).

Job Purpose and Person Specification:

To manage and develop the MFL Department in accordance with the strategic vision for the school as set out in the School’s Improvement and Development Plans.

The post holder will be highly motivated, an excellent classroom teacher, have the ability to motivate others and be capable of strategic, innovative leadership. Excellent communication and interpersonal skills are essential pre-requisites.

The requirements of a Head of Department are in addition to the expectations of all academic staff. All staff are expected to fulfil other duties as the Headmistress may require from time to time.
The specific responsibilities of the Head of Modern Foreign Languages include the following, although this list is by no means exhaustive:

**Leading the Teaching and Learning in your subject**

- To be an inspirational and passionate teacher of modern foreign languages and an example to others who teach languages in the School.
- To write a coherent, detailed subject development plan outlining the philosophy (teaching approaches, overall goals), the priorities for the current year and the plans for the next 3-5 years in modern foreign languages. Share this development plan with the Deputy Head Academic (DHA) and with others in your department.
- Be prepared to lead the teaching of French/ Spanish in Key Stage 2, Key Stage 3 and Common Entrance at 11+ and 13+ and at school scholarship level.
- To work closely with the Head of EYFS and Heads of Year 1 and 2 to ensure there is continuity of teaching and learning through the School.
- To co-ordinate and plan the curriculum for the teaching of languages throughout the School.
- To develop a programme of study which stretches the most able or gifted children in your subject; to prepare these pupils for exit exams at 11+ and 13+.
- To be responsible for identifying pupils with academic scholarship potential in French/ Spanish and ensuring all other teachers in the department are made aware of who these pupils are and what you expect them to do to cater for their needs.
- To ensure that planning in French/ Spanish also caters for the children who have specific learning difficulties.
- To lead the department in using the principles of Assessment for Learning to evaluate children’s progress.
- To extend the understanding and experience of modern foreign languages through residential visits, day visits to educational sites and exhibitions, and to invite speakers and groups into school to enhance the understanding and profile of your subject.
- To meet weekly with the DHA to give him an update of progress and to identify any concerns (children, teachers, resources, parents).
- To chair departmental meetings and record minutes of meetings.
- To monitor the delivery of modern foreign language teaching by observing teaching and giving feedback to teachers.
- To evaluate the quality of work in French/ Spanish by lesson observations and by regularly looking at the children’s work.
- To monitor the quality of report writing in your subject throughout the School.
- To monitor the examination requirements set by the senior schools so that the content of the curriculum matches the expectations, topics and levels of each assessment.
- To keep up to date with curriculum developments and innovation in the teaching of modern foreign languages and to discuss these developments with the DHA and members of your department.

**Administration and Organisation**

- To write high quality end of term reports which show detailed understanding of individual pupils’ performance and set clear targets for improvement.
- Carefully make annual budget bids that are linked to the overall School Improvement Plan and the Subject Development Plan.
- Maintain an asset register and make requisitions within budget allocations.
- To attend parent/teacher meetings and be prepared to speak to parents and staff at curriculum meetings.
- To attend occasional school open mornings (which take place on Saturday mornings)
- To attend annual Admissions’ morning (which takes place on a Saturday in January)
- To establish excellent relationships with parents and to support major PTA events such as the PTA Christmas and Summer Fairs, and the annual Quiz night.
- To work within the School’s policies and protocols.
- To attend and contribute to other departmental and general staff meetings.
- To participate in INSET and be prepared to lead occasional INSET sessions that relate to your subject.
- Attend meetings of professional associations such as IAPS and ISEB and host subject meetings when required.

**SELECTION CRITERIA**

The Head of Modern Foreign Languages needs to have:

- An appropriate teaching qualification (BA (Ed), BEd or PGCE)
- Strong leadership and organisational skills
- A sound knowledge of the French and Spanish curriculum in KS2 and KS3 (knowledge of the Common Entrance and Public School Scholarship MFL syllabuses is also
- desirable)
- The ability to teach French and/or Spanish to Common Entrance level
- The ability to use the target language as much as possible every lesson
- Experience of implementing the strategies that support Assessment for Learning
- Excellent communication skills – both written and verbal
- The willingness to plan differentiated tasks so that the whole ability range is taught with equal enthusiasm and understanding
- The motivation to work with children and young people
- The ability to form and maintain suitable relationships and personal boundaries with children and young people
- A strong cultural fit with the School’s ethos and values with regards to enthusiasm, commitment and willingness to take part in the full life of the school both during and outside of teaching hours
- A positive attitude to use of authority and maintaining discipline
- An interest in teaching methods relevant to children of high ability
- Skills and experience in providing differentiated teaching
- The ability to use ICT in day-to-day teaching including interactive whiteboards
- An Enhanced disclosure via the DBS

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