



## Job Description and Person Specification

**Job Title** Head of Modern Foreign Languages

**Responsible to** Deputy Head (Academic)

### Working at Langley

Langley is a co-educational, inclusive, day and boarding school from 2-18. It is set on two enviable 100-acre countryside sites, allowing children space to breathe and grow, as well as enjoying the benefits of being on the doorstep of the vibrant and dynamic city of Norwich. Challenge and opportunity encapsulate the Langley education; the three elements of Creative (music, drama, art, and design), Action (sport, outward bound, CCF) and Service (community engagement and charity) underpin an innovative and broad curriculum where academic standards are both rigorous and aspirational. We want the children to be confident, curious and kind, ready to contribute to their communities in the years to come.

This post is for the Senior School, although congruence and communication with the Prep School is also important.

### Job Description

#### Academic Responsibilities

- To teach Spanish and French throughout the school up to and including A level
- To plan, prepare and deliver lessons in order to achieve effective management of the learning process, having regard to the departmental schemes of work, the overall aims of the school and department, public examination requirements and continuity and progression for all pupils.
- To develop, lead and implement robust action plans to continuously improve pupil and student outcomes within the department
- To monitor and assess the quality and quantity of class and homework and provide reports to Senior staff and Governors as required
- Ensure that procedures are in place for the accurate reporting of current and predicted grades for Progress Reports
- Organise additional support, such as revision or booster classes, to enable pupils to fulfil their potential.
- Have and promote high expectations of all pupils to ensure that they can achieve their full educational potential
- To be responsible for the setting and co-ordination of internal examinations in their subject

#### Departmental Responsibilities

- Be responsible for leading the **Modern Languages** team; give a clear vision and direction to work, identify key areas for improvements and plan appropriate actions to meet them
- Map the curriculum to ensure breadth, balance and progression and ensure schemes of work are in place that allow for appropriate skill and knowledge development in line with the school teaching, learning and assessment policies.
- Leading the overall development of the department and chairing relevant meetings, ensuring a focus on improving pupil and student outcomes
- Provide information about, and account for, the department's work and performance to a range of audiences including parents and governors.



# LANGLEY

PRE-PREP PREP SENIOR SIXTH FORM



- Take an active part in the Appraisal Process, including a commitment to CPD and line-manage teachers/support staff in the department and promote their professional development
- Take overall responsibility for departmental trips, by seeing that they are adequately organised and conform to School regulations and policies. These trips need to inspire and enthuse the young people in a love of language.
- Ensure that assessments, records, reports and references are efficiently produced and recorded
- Participate in appropriate meetings with colleagues and parents relative to the above duties
- Look for opportunities to positively promote or market the school and the MFL department to the parental body, prospective parents and the wider community
- To positively engage and work with other departments throughout the school.

## General Responsibilities

- Play a full part in the life of the school community
- To provide work for classes when absent, where possible. In the event of a member of their department being absent for any length of time, to ensure that the pupils receive adequate provision during the absence, and that homework is set and marked.
- To maintain an up-to-date inventory of departmental stock and equipment and to oversee the care and reasonable use of the same.
- To be responsible for Health and Safety within the department
- To ensure that the department is adequately equipped by maintaining a good level of provision, ordering books, equipment and materials within the annual budget negotiated with the Director of Finance and to monitor and take appropriate action regarding the teaching environment of all areas used by the department.
- Ensure that attendance records are kept for each class
- You will be a form tutor
- You will be expected to contribute to the wider life of the school outside of the MFL department.

## The successful candidate will:

- Be a first-rate teacher of Modern Foreign Languages and hold a suitable qualification
- Exhibit dynamism, commitment, energy, professional expertise and experience to qualify them to take on this exciting and challenging role
- Promote the learning, love and excellence of Languages throughout the School, ensuring high levels of interest and achievement;
- Support school events and other occasions positively
- Understand their responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and adhere to the school's Safeguarding Policy at all times



**Person Specification**

	Essential	Desirable
<b>Education and Qualifications</b>		
QTS	X	
Graduate with Honours/Joint Honours in Spanish	X	
Graduate with Honours/Joint Honours in French		X
<b>Experience</b>		
Previous teaching experience	X	
Experience of SIMS and/or Firefly		X
Experience of leading a team		X
<b>Basic skills and competencies</b>		
An ability to engage with and motivate young people	X	
Ability to work within in a team and to use own initiative	X	
Strong leadership skills	X	
A strong commitment to Safeguarding	X	
Evident enthusiasm and commitment to the subject	X	

Admin

JD signed off    Headmaster	DATE 6/1/2020
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