

## HEAD OF MODERN FOREIGN LANGUAGES - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title:</b>	Head of Modern Foreign Languages
<b>Reports to:</b>	Deputy Head Academic
<b>Department:</b>	Modern Foreign Languages
<b>Hours per week:</b>	Full time as required to fulfil the duties of the role which will include some evening and weekend working
<b>Core Hours:</b>	08.15 – 17.45 Monday to Friday  Saturday: There are no academic lessons on a Saturday but a full sporting and boarding programme runs. Involvement in this programme will be reflected in reduced expectations Monday-Friday

**Key working relationships**  
Members of the MFL Department  
Senior Management  
Teaching Staff  
Pupils, Parents and Guardians

### **Role Summary**

To lead and support the MFL department in delivering excellent teaching to pupils across the College. To teach MFL to a high standard to pupils at all levels of the College, including A level, and to play a part in their wider development by being a Tutor and being involved in the co-curricular programme.

## Key Responsibilities

### Leadership and Management of MFL:

- The smooth running of the department
- Implementing all relevant college policies
- Promoting the vision, values and ethos of the College
- Writing and maintaining the departmental handbook, including schemes of work
- Overseeing the timetabling of MFL, including allocating staff to classes, liaising with the Deputy Head Academic and Timetabler.
- Holding regular meetings of the department and maintaining a record of the minutes of the meetings
- Attending Heads of Departments meetings
- Meet regularly with a nominated liaison from the AMT
- Overseeing setting and maintaining current setlists, and keeping the Deputy Head Academic informed of changes as they occur
- Making an annual itemised bid for the departmental revenue and capital budget
- Purchasing textbooks, stationery and all other resources required, within the budget and maintaining an accurate record of expenditure
- Working with the Marketing Department in promoting Pangbourne College via Open Day activities and writing for publications
- Supervising work set for the lessons of absent colleagues

### Teaching and Learning:

- Overseeing the teaching of MFL and the provision received by each student
- Supporting all Teachers of MFL
- Organising lectures and trips appropriate to the curriculum
- Organising support and challenge sessions for pupils within the MFL department

### Assessment and Examinations

- Assessing and appraising the annual results, reviewing the departmental performance with the department, and reviewing and resetting goals. Discussing the results with a member of the AMT and producing a written analysis of the procedure
- Liaising with the Exams Officer to enter students for external examinations at the appropriate level
- Overseeing the setting, production and marking of school examination papers
- Engaging actively and constructively with professional bodies and examination boards, particularly around any changes to the curriculum or assessments.

### Staff Development

- Assisting with the appraisal of members of the MFL department and identifying departmental INSET needs
- Supporting the professional development of members of the department and writing references for them when required
- Advising the Head and Senior Management Team on staffing requirements and on staff appointments related to MFL

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## **Pupil engagement**

- Liaising with the Learning Support Department to arrange support for students with specific learning differences
- Assessing the suitability of students to study A level MFL

## **General Teaching**

- Ensuring a high quality of teaching and learning in their classes
- Following the appropriate schemes of work
- Maintaining discipline within their classroom and the department
- Regular setting of class work and preps
- Regular marking and assessment of students' work
- Maintaining records of lessons taught and students' marks
- Meeting assessment and reporting deadlines
- Attending parents' meetings
- Running academic support clinics
- Setting appropriate work in the case of absence
- Maintaining classroom equipment
- Maintaining good quality classroom displays and contributing to departmental display areas
- Supporting and helping other members of the department
- Attending INSET or courses for professional development and generally keeping up to date with the subject and current developments/teaching techniques, feeding back to the department where relevant
- Setting and marking internal examinations as agreed
- Involvement in department tours and trips
- Act as a Tutor to a small group (about 10) of pupils
- Willingness to engage in and develop extra-curricular activities
- Complying with health and safety issues within the MFL Department, reporting any faults immediately

## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her Line Manager

The Job Description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This Job Description and accompanying documentation do not form part of the employment contract.

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## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.