



JOB DESCRIPTION

JOB TITLE	Head of Modern Foreign Languages
DEPARTMENT/SECTION	Modern Foreign Languages
LINE MANAGER	Deputy Head Academic
LINE MANAGES	Heads of Modern Foreign Languages: German, Mandarin, French and Spanish.

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.

Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact

JOB SUMMARY:

The Head of Modern Foreign Languages, alongside the Heads of Languages (German, French, Spanish and Mandarin) and the Deputy Head Academic, leads the strategic direction and development of the MFL Faculty and has overall responsibility for teaching, learning, achievement, and attainment within the Faculty.

The Head of Modern Foreign Languages will drive a love of language learning across a large and dynamic School. They will champion the provision of our core languages: French, Spanish, German, and Mandarin whilst also recognising the diversity of languages and cultures within our community. The Head of MFL will promote an awareness of this diversity and will play a role in preparing candidates for examination in home languages. Forest pupils have achieved great success in Italian, Russian, Urdu, and Turkish GCSE and A-level, for example.

Language learning is enshrined in the core academic curriculum at Forest, and it is mandated that all pupils study at least one Modern Foreign Language, up to GCSE. Currently all Year 7 pupils choose to study two Modern Foreign Languages from French, German, Mandarin and Spanish. In Year 9, pupils continue with at least one of the languages studied in Year 7 and 8, as they do at GCSE, although a significant minority continue with two. The uptake of languages in the Sixth Form is strong, although the successful candidate will be motivated by a desire to see these numbers increase.

Pupils are currently prepared for the Pearson IGCSE public examination for French, German and Spanish and AQA GCSE for Mandarin at GCSE. Currently German, French and Spanish are offered to A-level with Pearson as the board. We hope that the successful candidate will help prepare the Mandarin Department to offer A-level for September 2023 and will support them with the provision of the Hanyu Shuiping Kaoshi (HSK) for able and interested pupils. Academic results in Modern Foreign Languages have been rising in recent years, and it is hoped that the new Head of MFL will want to find ways of building further on the current achievements of the Faculty.

The Modern Foreign Languages Faculty is wonderfully resourced and is supported by a range of foreign literature held within the Martin Centre for Innovation. In addition to physical resources, we also have many other digital resources at our disposal such subscription magazines as well as languages websites, quizzing platforms and engaging online tools, to name but a few. We also offer regular visits to French-, German- and Spanish-speaking countries and have developed a good relationship with a school in Shanghai, which pupils have visited as part of an organised exchange. Several pupils go on to read Modern Languages and languages related courses at university each year, including good numbers to Oxford, Cambridge, and leading European and American universities.

The successful applicant will be able to teach Spanish to KS3 and 4 (and possibly beyond) but might well be a specialist within another language.

KEY DUTIES AND RESPONSIBILITIES:

Strategic Direction and Development

- Develop an emerging and developing culture of high-quality, evidence-informed teaching and learning with the Modern Foreign Languages Faculty.
- Establish a clear vision for the MFL curriculum, which ensures that all students make outstanding progress and develop a life-long passion for the subject.
- Ensure that the curriculum of Modern Foreign Languages subjects is underpinned by evidence-informed wisdom, opportunities for metacognitive engagement and the explicit teaching of learning strategies and that the curriculum areas are sufficiently interleaved and organised to promote deep and transferrable learning.
- Exercise leadership, demonstrate vision, and empower others to deliver an ambitious and shared Faculty vision.

Teaching and Learning

- Be intensely passionate about languages as a subject, but also about teaching and learning, and the development of young people in general.
- Employ a wide range of effective teaching strategies to ensure pupils make excellent progress
- Ensure there is a robust and shared understanding of what progress looks like in Modern Foreign Languages.
- Have a deep knowledge and understanding of pedagogy in Modern Foreign Languages.
- Ensure that School policies and schemes of learning are implemented throughout the Modern Foreign Languages Faculty.

- Facilitate development of teacher pedagogical awareness and understanding of pupil development and learning needs, including high quality feedback

Leading and Managing Staff

- Successfully line-manage, with the support and collaboration of the Deputy Head Academic, the Modern Foreign Languages Faculty, ensuring that high quality teaching and learning is consistent in the subject.
- Hold regular department and whole-faculty meetings in order to set standards and monitor progress of pupils, as well as to share best practice, professional learning, pedagogical expertise and to provide timely information
- Facilitate staff in forming constructive working relationships with each other, pupils, their parents/carers, and outside agencies
- Establish ambitious and clear expectations for staff involved in language learning, through team working and mutual support, devolving responsibilities and delegating tasks as appropriate, evaluating practice, and developing a culture of collaboration
- Ensure high quality training, monitoring and support is provided during the induction of new staff
- Show support and concern for the welfare and wellbeing of staff in the department
- Lead by example, and provide inspiration and motivation
- Carry out performance management reviews with the MFL Faculty.
- Keep up to date with changes with examination syllabuses and ensure any changes are reflected in the curriculum of Modern Foreign Languages.
- Be responsible for overseeing entry procedures according to the instructions of the Examinations Officer
- Ensure pupils are prepared for public examinations by monitoring the teaching of the syllabus, providing resources and guidance to allow pupils to revise effectively, and communicating appropriate academic information to parents
- Prepare exam papers for internal exams, ensuring that that internal moderation procedures and examinations are carried out effectively
- Lead and monitor on student progress through the use of formative assessments and shared tracking documents, liaising with teachers and other relevant staff to intervene where necessary and take appropriate steps to improve student outcomes

Efficient and Effective Deployment of Staff and Resources

- Identify staff and resource needs for the Modern Foreign Languages Faculty, and likely priorities for expenditure, and allocate available resources with maximum efficiency and value for money
- Ensure effective and efficient management and organisation of learning resources
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the School
- Create a stimulating environment for teaching and learning

Other requirements

- Contribute positively to the morale and community spirit in the School

- Work effectively in different teams
- Assist in whole school marketing initiatives and contribute to the growth of the School
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements
- Any other appropriate duties as allocated by members of the Senior Leadership Team

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, and adapt teaching to support the needs of all students.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Warden or the Heads of Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department and the Deputy Warden as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Deputy Warden.
- Take part in the School's performance management scheme and appraisal.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.