



Horn Park Lane, London, SE12 8AW  
Tel: (020) 8852 2283 Fax: (020) 8297 1216  
Email: [head@colfes.com](mailto:head@colfes.com) Web: <http://www.colfes.com>

Headmaster: Richard Russell MA (Cantab.)

March 2010

## **HEAD OF MODERN LANGUAGES**

### **The Modern Languages Department**

The Modern Languages Department consists of nine teachers, including three native speakers and an Advanced Skills Teacher who is also an examiner. The department is fortunate to have the support of three French, German and Spanish Assistants. In addition to the Head of Languages, who is also the Head of German there are separate Heads of French and Spanish. All staff are experienced and very well qualified and are pleased to contribute to the development of a high-quality learning environment within the department and to a varied range of extra-curricular activities outside it.

The Department is well equipped – all 7 dedicated language classrooms have interactive whiteboards, one classroom contains a suite of 12 computers and there is a motorised satellite dish linked to a receiver in a separate study room. There is a staff office and a separate resources room. There is a great emphasis on the use of ICT in lessons and colleagues contribute to a shared resources area with materials for class use.

Languages are popular and the results of the department in all three main languages are consistently very good. All pupils study French as a core subject from Year 7 to 9, and are taught in sets according to ability from Year 8. In year 7, an extension teacher is timetabled with the class for two out of the 5 lessons per fortnight to stretch students who have already done French in their previous school. Two out of the six French sets in year 9 start their GCSE early and will sit the exam at the end of year 10 following which pupils will be offered an ab initio Italian course leading to an Asset Languages qualification. In Year 8, pupils take up either Spanish or German as a second language. All three languages are offered at GCSE and AS/A-level and take up and success is high. The department runs a number of popular language trips to France, Germany, Austria and Spain, including study visits and work experience placements. There is also a Languages Film Club which is run by the Sixth Form.

### **The position of Head of Modern Languages**

The successful candidate will have excellent academic credentials and a strong interest in and enthusiasm for the subject. He or she will also have a first class record as a classroom teacher. He/she will be able to lead, develop and enthuse a varied team of talented colleagues, be able to develop policies and approaches that will allow all students to fulfil their potential and be able to manage and administer the department efficiently and effectively. He/she is likely to have some successful experience of extra responsibility either within a languages department or within a school. It is expected that he or she will teach at least one language to A-Level and Oxbridge and another one to at least GCSE. Should you

have any questions or queries about the department then please contact the Deputy Head Academic, Ms Butler, [cbutler@colfes.com](mailto:cbutler@colfes.com).

A copy of the generic job description for Heads of Department at Colfe's School is enclosed. The position of Head of Languages additionally carries specific leadership and management responsibilities over the different language departments as they function individually and the Modern Languages Department as a whole entity, including liaison with the Preparatory School.

### **Application procedure**

Letters of application, accompanied by a current CV, including the names and contact details of two referees, should be submitted by post, marked private and confidential, to:

R F Russell esq.  
Headmaster  
Colfe's School  
Horn Park Lane  
London SE12 8AW

Applications should be sent as soon as possible and to arrive at the school no later than **Friday, 19<sup>th</sup> March 2010**.

## **Generic Job Description for a Head of Department at Colfe's School:**

*The role of the Head of Department is to lead the development of the subject throughout the school. It is expected that Heads of Department will lead by example.*

In general, he or she should endeavour to create a department in which:

- all pupils are able to progress in relevant knowledge, understanding, skills of synthesis, analysis and evaluation and other aspects relevant to the subject;
- all members of staff feel valued and encouraged to do their jobs to the best of their abilities, taking into account the diversity of staff employed;
- the administration/organisation of the department is such that it operates effectively, efficiently and safely in support of teaching and learning.

While responsibility for decision making on departmental matters lies with the head of department, it should be recognised that good practice requires consultation with staff about all matters which influence how they work or what they do.

The role involves the following responsibilities:

### **General leadership and management responsibilities**

- To advise the Headmaster and the Deputy Head (Academic) on the future development of education in the subject at Colfe's;
- To liaise closely with the Deputy Head (Academic) on curriculum requirements for the successful learning and teaching of the subject;
- To take responsibility for the implementation of school policies within the department;
- To draw up annual budget proposals for the Bursar and Deputy Head (Academic) to meet the maintenance needs and development priorities of the department and to ensure the agreed budget is effectively monitored and spent;
- To ensure that policies and practices adopted by the department accord with the School's aims and whole school policies;
- To develop and refine long- and short-term development plans for the department;
- To hold regular meetings with members of the Department which are focused on improvement of teaching and learning and on development more generally;
- To oversee the department's assessment and reporting, in accordance with school policy;
- To provide guidance and support on teaching and learning strategies;
- To manage the use of departmental classroom accommodation to create an effective, stimulating and safe environment for teaching and learning;
- To represent the subject in various school forums as requested, including Heads of Department and the Governing Body;
- To participate in any marketing initiatives as required;
- To ensure the effective and efficient administration/organisation of the department.

### **Curriculum**

- To keep up to date in subject knowledge and with developments in the subject;
- To continue the development of schemes of work that enthuse and interest pupils whilst building solid ability, knowledge and understanding;
- To ensure curriculum coverage is based on high expectations and sound progression;

- To ensure the curriculum contributes appropriately to cross-curricular areas such as literacy, numeracy and ICT and to the social, moral, spiritual and cultural education of pupils;
- To develop resources in the department, including the use of ICT and other media in teaching and learning;
- To oversee the preparation of candidates for top universities, including Oxford and Cambridge

### **Teaching and Learning**

- To ensure that teaching and learning in the department meets the needs of all pupils – in particular to ensure that the able are stretched and the less able supported;
- To ensure that teaching at GCSE and AS/A-level as a minimum meets the requirements of the examination specifications;
- To promote and support best practice in all aspects of teaching and learning and to celebrate excellent work by pupils and staff;
- To support staff on issues concerning pupil poor behaviour and/or unsatisfactory work;
- To monitor and evaluate pupil progress in the subject;
- To develop the analysis of departmental assessments, examination results and reports, MidYIS, YELLIS, ALIS and other data to inform teaching and learning practices in the department;
- To monitor and evaluate standards of achievement and the quality of teaching in the Department through lesson observation, examining pupils' work, monitoring teachers' planning and assessment and other appropriate means;
- To lead the development of the subject by:
  - Using monitoring evidence to plan for future improvement
  - Setting appropriately high expectations
  - Inculcating the study skills appropriate to the subject
  - Developing approaches which ensure assessment fosters learning
  - Refining strategies employed for pupils in danger of under-achieving
  - Further developing the profile of the subject at all levels of the school, both inside and outside the classroom.

### **Staff**

To work with members of the Department to:

- Develop appropriate strategies for the professional development of all members of the department;
- Provide colleagues with support in the adoption of new strategies/approaches in order to secure best teaching practice;
- Mentor Newly Qualified Teachers
- Encourage delegation of some responsibilities (for example, in relation to schemes of work, teaching and assessment materials, ICT, visits, and extra-curricular clubs);
- Implement the requirements of the School's Performance Management policy in the department.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Criminal Records Bureau.

