



## ST EDMUND'S COLLEGE & PREP SCHOOL

### Job Description

*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide !*

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

Role title:	<b>Head of German</b>
Reporting to:	<b>Head of Languages</b>
Hours:	Full-time
Summary of the role:	<p>The Governors seek to appoint a Head of German who is an experienced well-qualified teacher with the skills and imagination required to undertake this important leadership role in our high-achieving school. He / She will be an excellent classroom practitioner and be dedicated to improving standards of provision and enhancing achievement. Ideally, he/she should have proven leadership skills.</p> <p>We hope the successful candidate will be able to offer a second subject, preferably Latin or Music, however, any subject taught at the College will be considered.</p> <p>The person appointed will play a leading role in achieving the College's aims and objectives.</p>
The Languages Department:	<p><b>The Languages Department</b></p> <p>The Languages Department comprises both modern foreign languages - French, German, Spanish, Italian - and Classics - Latin. From September, students will be able to express a preference for the language that they will study in Elements (Year 7). In Rudiments (Year 8), all students start a second foreign language - <b>German, Spanish, French</b> or <b>Latin</b>, which they study at least until the end of KS3. At KS4, the students will be able to choose one, or two of the languages they may have studied at KS3 as their GCSE option(s) (the study of at least <b>one</b> language will be compulsory at this stage).</p> <p>In Rhetoric (Sixth Form), the students have the opportunity to continue with any of the languages they will have studied at GCSE or do a combination of both if they wish. The uptake at AS / A2 Levels has been encouraging and we hope to build on our present success.</p> <p>As a department, we consistently achieve a high A*-C pass-rate at GCSE, with optional languages achieving mainly 100% A*-C grades. We teach the Cambridge IGCSE which has only just moved to the 9-1 grade system. At A Level, we are one of the most successful departments in the College. Every year a significant proportion of our students go on to university to study for degrees in, or involving, foreign languages.</p>
Main duties and responsibilities:	<p>As a Subject Leader for Languages:</p> <p><b>Strategic direction and development of the Languages Department within the context of the College's aims and policies</b> - Subject Leaders develop and implement subject policies, plans, targets, practices:</p> <ul style="list-style-type: none"> <li>• Have a clear long term and short-term vision for the role of German within the curriculum.</li> </ul>

	<ul style="list-style-type: none"> <li>● Foster a positive climate, which supports positive attitudes by all teaching staff towards the subject.</li> <li>● Use national, local and school data (including inspection evidence) effectively, to inform the auditing and action planning process, and to inform policies, practices, expectations, targets and teaching methods.</li> <li>● Monitor progress towards the College development plan, departmental development plan and targets.</li> <li>● Use data effectively to identify pupils who are underachieving. Implement support for such pupils.</li> </ul> <p><b>Teaching and Learning</b> – Subject Leaders secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of pupils’ achievements and set targets for improvements:</p> <ul style="list-style-type: none"> <li>● Ensure the development of programmes of study and schemes of work within the context of the Languages curricula.</li> <li>● Ensure that all pupils, including those of high ability and those who require learning support or students with English as a second language are provided for.</li> <li>● Ensure that lessons are objective-led, and that learning and teaching is logically sequenced.</li> <li>● Provide guidance on the choice of teaching and learning methods to meet the needs of all pupils.</li> <li>● Monitor and evaluate the quality of teaching within the department; use this analysis to identify effective practice and areas for improvement.</li> <li>● Ensure that there is an effective climate for learning within the department.</li> <li>● Meet regularly with the Head of Languages to discuss Teaching and Learning and Departmental matters.</li> </ul> <p><b>Efficient and Effective Deployment of Staff and Resources</b> – Subject Leaders identify appropriate resources for the subject and ensure that they are used efficiently and safely:</p> <ul style="list-style-type: none"> <li>● Ensure the availability of appropriate resources required to teach Languages, notably German, efficiently and to meet the needs of any development / action plan.</li> <li>● Work with the Headmaster, members of the Senior Leadership Team and the Head of Languages to deploy staff to provide high quality teaching of the subject, and to provide intervention support for identified pupils.</li> <li>● Promote and safeguard and the welfare of children and young persons for whom they are responsible and with whom they come into contact.</li> </ul>
Line management duties and responsibilities	<p><b>Leading and Managing Staff</b> – Subject Leaders provide to all those involved in the teaching or support of the subject, the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching:</p> <ul style="list-style-type: none"> <li>● Support the Languages teaching staff in achieving positive, constructive working relationships with pupils.</li> <li>● Encourage and foster teamwork among teaching staff, motivate staff, delegate tasks, share good practice, evaluate performance and develop an acceptance of accountability.</li> <li>● Ensure the department functions in line with College expectations with regard to monitoring standards and lessons and lesson observations to ensure teaching and learning objectives are fulfilled.</li> <li>● Work collaboratively with the Head of Languages to ensure that staff receive appropriate professional development and training to deliver all courses offered within the department.</li> <li>● Work closely with the HOD Languages, International Department, Headmaster, SLT, SENCO and Governors.</li> <li>● You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team or the Head of Languages. The HOD will fulfil the ‘Role of Teacher’ job description, as set out in the College’s Academic Handbook.</li> </ul>

*The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.*

*We may take up references, before short-listing has taken place, which will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.*