



## ST MARY'S SCHOOL MODERN LANGUAGES DEPARTMENT

The successful candidate will lead a department of committed, enthusiastic teachers who are passionate about the importance of Language Learning. There are currently two full time and three part time teachers, all of whom teach French but who deliver between them French, Spanish and German. Mandarin is taught via a co-curricular club.

All girls in Key Stage 3 study French but in Year 8 add in either Spanish or German. Whilst parents are invited to support applications for a particular language, the final decision lies with the Head of Department and we endeavor to achieve an equal split. There is a free choice of language at KS4 but all girls must study at least one. We have a good proportion of dual linguists and an increasing number of girls are opting to continue languages at A level. We currently follow Edexcel GCSE and A level courses in all three languages. Our girls have a proven track record of success at GCSE and A level, with many choosing to continue their language studies at university level.

Trips to France, Germany and Spain are a regular feature of the Department; these are very well supported, and we endeavor to ensure that at least part of the trips takes place in term time. All staff in the department are expected to take part in these trips. A level students are strongly encouraged to complete work experience abroad organized via <http://workexperienceabroad.co.uk/>. The department is well resourced with dedicated classrooms and good ICT facilities. Spelling Bee competitions are held in each language, a successful pen friend system is in place and the department celebrates European Day of Languages each year with a variety of activities.

The successful candidate should have stamina, good humour and demonstrate strong organizational skills. Good ICT skills are essential and candidates should be aware that technology is used to enhance learning throughout the curriculum. Staff play a crucial part in the marketing of the school and attend all Open events, as well as our annual evening Carol Service and Saturday morning Prize Giving in July. Staff participation in the co-curricular life of the school is a requirement, developing relationships with students and their parents and ensuring a breadth of opportunities for our girls.

### 1. ACADEMIC LEADERSHIP

- To set and to maintain the quality and standards of work within the department, and to establish its aims and objectives
- To contribute to the School Improvement Plan through the development and implementation of an appropriate Departmental Improvement Plan.
- To be responsible and accountable for the quality of teaching within the department.
- To keep abreast of new techniques and concepts in the subject

- To ensure that the correct procedures are adopted and maintained by all who work in the department, noting the requirements of the school's Health & Safety, Learning & Teaching, and Marking policies

## 2. ADMINISTRATION

- To provide for each year group, appropriate programmes of study based on the published specifications and to ensure that members of the department are familiar with them and that they are followed appropriately
- To produce, review and revise where necessary programmes of study and schemes of work
- To organise and lead trips to France, Germany and Spain or to delegate if appropriate
- To arrange staffing and rooming of the department's timetable in consultation with the Director of Studies
- To oversee the setting of internal examinations and topic tests meeting deadlines set by the Director of Studies
- To oversee the writing of reports and assessments, checking reports are appropriately written and ensuring that the quality is maintained and deadlines met
- To liaise with the Examinations Officer in the entering of candidates for external examinations
- To keep records showing set sizes, common test results and grades achieved in mock and public exams
- To ensure that the departmental Handbook is thorough and up to date
- To take responsibility for the annual department budget, ensuring that expenditure stays within the limits of the budget
- To control textbooks and equipment in the possession of the department and, within the limits of the budget, to ensure that they are replaced when necessary
- To arrange regular meetings of the department in order to discuss pupils' progress, any common problems and other departmental issues and to share good practice and to pass minutes of these meetings to the Headmistress

## 3. TEAM MANAGEMENT

- To encourage and take an interest in the work of each member of the department
- To ensure, in consultation with the SLT and the Headmistress that members of the department receive appropriate opportunities for INSET/career development
- To review and appraise the work of each member of the department
  - by observing a sample of their teaching, preparation and marking
  - by conducting the professional review of each department member

## 4. PASTORAL SYSTEM

- To act as a Form Tutor if required and to carry out the duties associated with the role
- To contribute to PSHCE, Citizenship and Enterprise as required
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place