



**St. Lawrence College**  
The British School in Greece

Job description for the position of

**Head of Modern Languages**  
**Department**  
**(with a Spanish or French**  
**teaching responsibility)**

Being Recruited Spring 2020  
To start employment September 2020

***St. Lawrence College, The British School in Greece,  
is committed to ensuring the complete and thorough  
safeguarding of all pupils and staff in order to create  
the safest environment for learning for all.***

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## **Duties and Responsibilities of the Head of Modern Languages Department**

The Head of Modern Languages is responsible for overseeing the delivery of Modern Languages (currently Spanish, French, Chinese and Russian) at Key Stages 3, 4 and 5 and for the management and organisation of the Modern Languages Department.

In addition to supporting the Head of School and Deputy Heads in their management of the school, specific responsibilities and duties include:

### **Curriculum**

- a. To establish and communicate the aims and objectives of the Modern Languages department.
- b. To ensure that schemes of work are produced, reviewed and updated for the Modern Languages department.
- c. To develop assessment processes.
- d. To ensure that appropriate differentiation of the curriculum is made to meet the needs of all levels of pupil ability.
- e. To promote teaching and learning styles which stimulate pupil interest and involvement in learning.
- f. To keep up with developments in Modern Languages teaching through appropriate INSET.
- g. To attend Heads of Department meeting and other meetings as required.

### **Teaching**

- a. To teach either Spanish or French at Key Stages 2, 3, 4 and possibly 5.
- b. As a Head of Department to be an exemplary teacher and to demonstrate excellent teaching skills.
- c. To provide leadership and enthusiasm in this curriculum area.
- d. To incorporate fieldwork into the curriculum for each Year group.
- e. To allocate teachers to groups.
- f. To allocate pupils to groups.



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- g. To hold meetings of colleagues working in the Modern Languages curriculum area.
- h. To promote the subject beyond the classroom e.g. extra-curricular activities, wall displays, Modern Languages blog.
- i. To evaluate exam performance and take action to improve standards of teaching and pupil support where required. To promote cross-curricular co-operation.

### **Supporting teaching colleagues**

- a. To support and direct staff within the Modern Languages department.
- b. To make detailed arrangements for the induction of all newly appointed teachers of Modern Languages.
- c. To promote the professional development of all staff teaching Modern Languages.
- d. To evaluate the work of teachers of Modern Languages, including regular observation of lessons with following feedback.
- e. To provide disciplinary support when and where necessary.
- f. To assist in the appraisal process by carrying out or contributing to the appraisal of teachers of Modern Languages or other colleagues.

### **Resources**

- a. To organise teaching resources within the Modern Languages Department.
- b. To establish and maintain, through forward planning, appropriate resources for the Modern Languages team.

### **Pupils**

- a. To establish appropriately high levels of expectation of pupils in terms of good standards of behaviour and achievement within the Modern Languages department.
- b. To promote and safeguard the welfare of pupils.
- c. To monitor and record pupil progress.
- d. To assess pupil progress, giving appropriate feedback, and maintain records of pupil progress and development.



- e. To oversee the quality of the writing of reports, provision of subject information to parents, attendance at parents' meetings and response to parents' enquiries.
- f. To communicate with parents and colleagues regarding pupil progress including school reports and parents' evenings.
- g. To be aware of the departmental website profile and provide updates to the website coordinator.

### **Examinations**

- a. To liaise with the pupils, teachers, parents and Deputy Head (academic) in relation to exam entry procedures.
- b. To implement school policies on internal examinations, including their preparation, presentation, marking and grading.
- c. To organise departmental internal exams.
- d. To standardise the marking of internal exams.
- e. To work with the school management to effectively coordinate oral examinations at public examination time.

### **Pastoral Duties**

- a. To fulfil the pastoral duties expected of any teacher in a British school. These include playground duty, cover duty, being a form teacher, supporting school functions and the like.
- b. To support school extra-curricular activities by running a new school club or assisting in one that is already available in the school.