



CUMNOR HOUSE SUSSEX



Head of Modern Foreign Languages September 2021

Cumnor House Sussex is looking for an inspirational and highly motivated Head of Modern Foreign Languages to join its staff. Cumnor House has long had a very strong reputation for an excellent academic provision that includes securing places for our children at the top Senior Schools in the South East and the country, as well as winning numerous academic and extra-curricular scholarships. It is a school rightly known for the warmth and strength of its community, the breadth and depth of its educational provision, and its positive and supportive culture, all of which are encapsulated in our motto, "Aim High, Be Kind, Dare to be Different". We are looking for a language specialist who will bring expertise, confidence and proficiency to our MFL provision, as well as giving great value both inside and outside of the classroom.

Description of Role

Reporting: The Deputy Head Academic (DHA) and the Academic Leadership Team (ALT)

Overarching responsibilities: The Head of Modern Foreign Languages (HOD-MFL) is responsible for leading the department; for all aspects of the teaching of MFL and development of the pupil curriculum throughout the School; for improving the quality of the learning and teaching of MFL throughout the School. The post holder will teach French and/or Spanish across the age and ability range.

Principal Duties:

The statement of duties and responsibilities covered by the latest Cumnor House Prep Teacher job description should be taken as a starting point in describing the duties of the HOD-MFL who has additional responsibilities as follows:

Management:

- Organise the department and its syllabus (from 4-13 years);
- Manage the department's staff, ensuring efficient use of time and resources;
- Provide regular guidance and advise on methods of teaching;
- Be responsible for the delegation of pupils and groups to the Language Coach;
- Assist the Head in the recruitment, appraisal and retention of MFL Staff.

Administration:

- Produce and annually update a Departmental Handbook and Development plan;
- Attend Heads of Department meetings;
- Produce and maintain a scheme of work for the teaching of MFL from Nursery to Year 8.
- Manage the administration of the department and ensure that related policies and codes of practice are up to date and that staff are suitably trained and informed;
- Keep a central record of academic results and share them promptly with the Head.

Promotion of Excellence:

- Encourage an interest in and love of languages in all children in the school;
- Keep abreast of the requirements of the National Curriculum, Common Entrance and Scholarships
- Make use of that knowledge to write, and regularly up-date, a scheme of work for all children in the school.
- This scheme of work should be an accessible, practical working document. It should make reference to the syllabus, assessment, use of ICT and SEN requirements, cross-curricular opportunities and presentation.
- There should be written policy guidelines on all aspects of the teaching of the subject.
- Ensure that members of the department are following the department scheme of work. This will involve advice, guidance and support as well as occasional visits to lessons taught by members of the department and reviews of written work done by children in their subject.
- Promote and encourage excellence, thereby developing confidence through improvement and success;
- Encourage and promote talented pupils;
- Foster and maintain links with external organisations to provide language and cultural opportunities;
- Develop or approve age-appropriate and curriculum-linked plans for Early Years and Pre-Prep children;
- Prepare children for Academic Scholarships, in liaison with the Deputy Head (Academic);
- Support teaching staff and assist them in their personal and professional development through the appraisal and INSET programmes;

Finance:

- Manage the MFL Department budget within agreed limits;
- Authorise the time sheet of the Language Coaches

Health and Safety:

- Ensure that staff have undertaken risk assessments (for example, for off-site trips) and are aware of their obligations and school policies regarding the discharge of those obligations;

Training:

- Maintain own medical and safeguarding certificates, according to School policy.
- Help to ensure all members of the department attend INSET or other Health & Safety or Safeguarding training as required by the School.

Safeguarding Responsibilities include:

- Safeguard and promote the welfare of children;
- Foster a culture of openness, safety, equality and protection;
- Provide a safe and welcoming environment where both children and adults feel secure, able to talk and believe that they are being listened to;
- Play a key role in the prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm;
- All staff must act in accordance with the School's Safeguarding & Child Protection Policies.

Hours of work:

The HOD-MFL is a full-time position in the Prep School. All Prep Teachers are expected to be available to work from 8am to 6pm during term time, which includes up to 3 days before and after each term, and to be available for occasional evenings (e.g. Parent Evenings) and some weekends (3 Saturday Activity mornings per term). There are also other whole-school events, such as Sports Day, which may occasionally occur at the weekend or at other times out of the normal School day. In addition, Heads of Department should expect to work beyond the school day when required.

Desirable Qualities and Experience

- A good degree in French and/or Spanish
- Qualified Teacher Status is essential
- Skill in planning and teaching inspiring lessons across age and ability ranges
- Proven ability to lead, manage and inspire staff
- Sensitivity to the needs of all pupils and an ability to adapt teaching methods
- Excellent organisational skills and the ability to delegate
- Confidence in nurturing Scholarship candidates to meet or exceed expectations of senior schools
- Willingness to share outstanding practice and support the development of staff
- Share a creative and enthusiastic approach to cross-curricular opportunities
- Clear practical vision of the future of the ML department
- Willingness to contribute to the wider Prep School curriculum and community
- Ability to communicate warmly, positively and authentically with parents about their child's progress and potential
- Maintain a positive, flexible and good-humoured approach
- Consistently exhibit high standards of conduct including punctuality, professional appearance and discretion
- Empathy with the Cumnor principles, and the ethos and aims of independent education.

Holidays, Remuneration and Benefits

- Cumnor is in a position to offer an outstanding remuneration package, in line with experience and qualifications, and this will be discussed at interview.
- Substantial remission on fees for Staff children attending the School or Nursery
- Generous contributory pension scheme
- Free on-site parking
- Complimentary dining and refreshments available all day during term time
- Free use of swimming pool at specified times
- Occupational sick pay scheme

Application Process and Safeguarding

To apply, please complete our application form (which can be found on our website) and submit it with a covering letter by **Friday 20th May to hr@cumnor.co.uk**

Interviews of selected applicants will be held the following week, with a view to a decision being made by 27th May, and would involve a visit to the School. We reserve the right to make an appointment at any time prior to the closing date. If you would like to make enquiries, please call **Teresa Mockridge on 01825 790347**.

Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory safeguarding interview and pre-employment references, verification of ID, medical fitness and relevant qualifications, and other security checks including Overseas and Teachers Barred lists.

Cumnor Principles

“Aim High, Be Kind and Dare to be Different”

1. **Children First:** The happiness and well-being of each child is of paramount importance; in all decision-making, the impact upon children is considered first. We are ambitious for every child in our care. Children are offered a fully rounded education within a community that values the concept of childhood.
2. **Care is Widespread:** Cumnor is non-selective and both embraces and supports a diversity of interest, ability, background and outcome. We aim to be sympathetic, empathetic and professional in our relationship with children, staff and parents.
3. **Community Values:** We act in partnership with other school communities – both state and independent. We keep in mind our local community as well as wider environmental issues and encourage children in similar thinking. Old Cumnorians are seen as a valued part of our community.
4. **Communication Matters:** We seek to communicate clearly and without favour, respecting and valuing the opinion of others.
5. **Core Strength:** We aim for the highest standards of professional performance and behaviour supported by these principles. We seek to develop ourselves through appraisal and CPD to be excellent teachers.