



## HEAD OF MODERN FOREIGN LANGUAGES

### Statement of Duties and Responsibilities

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

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**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.