

Head of MFL/ Teacher of MFL

JOB DESCRIPTION

Background

Cambridge International School was opened in 2006 with the vision of providing a progressive education, such as small class sizes, nurturing of children to independence and a homely atmosphere. It was the area's first and only non-selective international school, aiming to provide a stimulating education, to value diversity and to develop strength of character within an encouraging and supportive family atmosphere.

Cambridge International School now has students and staff from all over the world. It has students from 23 countries speaking over 30 different languages. It provides a stimulating and exciting education for children aged 2-16 in a truly diverse learning environment.

In 2015 Cambridge International School became part of the International Schools Partnership.

www.internationalschoolspartnership.com

The Role

We are currently looking to recruit a French or Spanish Teacher for KS3 and KS4, either as a part-time post (approx. 0.4) for two separate candidates or as a full-time post for one candidate. The role of Head of Department would be offered to the right applicant, with the relevant experience and qualifications.

Key Teaching Responsibilities:

- To deliver the appropriate curriculum from KS3 up to and including IGCSE.
- To contribute to the review, development and management of the MFL Department.
- To work in accordance with the role of teacher as defined by Cambridge International School.
- To help oversee and organise the resources for classes within the financial parameters of the Department.
- To deliver teaching of a consistently high standard, by providing lessons that are inspiring and learning focussed.
- To maintain outcomes of achievement in line with the Cambridge International School assessment policies.
- To maintain an attractive and well-ordered classroom.
- To complete all student assessment requirements, including the regular marking of homework as appropriate.
- To develop a continual updating of knowledge and understanding of the MFL curriculum through personal reading, research and training.
- To attend required meetings with colleagues and parents relative to duties outlined in this job description and in line with our published schedule.
- To participate in School Evaluation and INSET in the following areas of the curriculum: -
 - i. MFL and other related areas of the curriculum
 - ii. Pastoral, including Child Protection
- To contribute to the construction of an annual Departmental Plan as required.
- To develop and maintain the resources required to enable effective teaching of MFL
- Members of staff should, at all times, work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Cambridge International School.
- To maintain standards of discipline in line with Cambridge International School policies.

Head of Department Responsibilities

1. Overall responsibility for managing the MFL curriculum including

- Establishing and reviewing schemes of work and monitoring their use by staff.
- Establishing effective methods of assessment of students' work and analysing the results.
- Keeping up-to-date with subject developments outside the school and bringing them to the attention of colleagues.
- To organise and lead trips abroad to French speaking destinations.

2. Responsibility for managing the staff in the department, including:

- Providing an effective induction programme for new members of the department.
- Arranging for the observation of teaching as a matter of good practice and providing constructive feedback to the teacher concerned.
- Ensuring that teachers in the department use the School's reward system effectively.
- Providing support to members of the department in any matters involving behaviour management.
- Delegating appropriate administrative tasks to create a sense of teamwork within the department and aid professional development.
- Monitoring the quality of written academic reports on pupils by teachers in the department.
- Ensuring that teachers are aware of pupils with learning, medical, social or other difficulties and providing appropriate support.
- Managing relief teaching when members of the department are absent.

3. Responsibility for the administration of the department including:

- Producing and reviewing the department handbook, development plan and ensuring the department is ready for inspection.
- Allocating teaching space to staff and ensuring that pupils respect the fabric of the department.
- Managing the departmental budget effectively and ensuring the renewal of subscriptions and other resources.
- Overseeing the purchase and management of text book purchase
- Providing appropriate and effective enrichment activities for different age groups as part of the co-curricular programme.

Pastoral Responsibilities:

- To perform the tasks and duties of a Tutor if required, under the direction of the Head of Seniors.
- Take a full part in the pastoral arrangements of Cambridge International School.

Other considerations:

- To contribute to the co-curricular life of Cambridge International School
- To contribute fully to the organisation and management of MFL related events and co-curricular activities.
- To undertake such other duties as the Principal or Head of Seniors may reasonably request.

Remuneration:

Cambridge International School has its own salary scale with including pension contributions. There is free parking onsite.