HEAD OF DEPARTMENT

JOB DESCRIPTION

Job Title: Head of German

Line Manager: First Deputy Head

Type of contract: Full time

Purpose:

The main purpose of the role is to lead and manage the German Department, to ensure that excellent standards are maintained and that the department continues to excel and progress.

Key responsibilities of the role:

1. Management of the department
   • To oversee the smooth running of the department, ensuring consistent provision across all teaching groups;
   • To manage and motivate all departmental staff, to enable pupils to receive an education in the subject, in a positive, encouraging and effective working environment;
   • To hold regular department meetings in order to set standards and monitor progress against targets and to provide relevant information to the department in a timely manner;
   • To ensure the development of the subject, to keep up to date with changes in the curriculum and to encourage a wide range of activities to support the subject in School;
   • To line manage members of the department and through PMR, to foster development of individuals and of the department;
   • To ensure current examination syllabuses are being taught in their entirety and to keep up to date with changes;
   • To supervise the teaching of German throughout the school so that it is of an appropriate level for the year groups and ability of the students being taught;
   • To organise visits to German speaking countries for GCSE and sixth form students to enable them to experience the language and culture of the country first hand;
- To arrange oral lessons for the pupils with the language assistants;
- To ensure that all entrance papers for the department are set and marked efficiently;
- To ensure all essential resource material is available for use as required;
- To ensure safety information is up to date, and work in accordance with the School's Health and Safety Policies;
- To see all projected grades are submitted on time, internal moderation procedures are carried out effectively and accurate records of achievement are kept for the department;
- To keep the Department Handbook up to date so that it is a comprehensive, user friendly information resource and record of departmental procedures;
- To write information to be included in Student booklets, Open Days etc.;
- To attend meetings when required by Senior Management;
- To assist or delegate support with UCAS applications for students applying for the subject.
- To organise the teaching and assessment of additional languages within the department as outline by the Head of Faculty.

2. Teaching responsibilities

- To teach lessons in accordance with the school's requirement for a Head of Department;
- To plan, prepare and deliver lessons that follow the Department's scheme of work. Ensure the lessons are suitably differentiated and appropriate to all members of the class;
- Mark pupil work on a regular basis in accordance with Department and school marking policies;
- Accurately record-keep for your classes including registering, assessments marks, merits and penalty points;
- Feedback to pupils and parents through completion of 'Learner Profile Criteria', writing appropriate academic reports and attending Parents' Evenings;
- Attend morning staff briefings where possible and all whole school staff meetings;
- Cover lessons both within and outside the Department, and be available for exam invigilation as directed by the cover supervisor;
- Check your school e mail account on a regular basis and reply to colleagues as appropriate;
- Abide by Health and Safety regulations;
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

3. Pastoral responsibilities
To tutor a group of students. All full time members of staff are tutors. This includes registering the tutor group each morning; monitoring their attendance and initial stages of pastoral and academic welfare; teach PSHE;

- Attend year group meetings;
- Organise tutor group assemblies in conjunction with the School Chaplain.

PERSON SPECIFICATION

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<th>Requirement</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications</td>
<td>Degree and relevant teaching qualification e.g. PGCE, QTS</td>
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<tr>
<td>Experience/Knowledge</td>
<td>Experience of: managing people, teaching to A level standard, managing projects, meeting targets</td>
<td>Experience of teaching the International Baccalaureate</td>
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<td>Key Skills</td>
<td>Excellent communication (oral and written), interpersonal and listening skills</td>
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<td>Ability to influence and persuade at all levels</td>
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<td>I.T competent – Microsoft office 2007</td>
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<td>Personal qualities required</td>
<td>Enthusiastic about subject, well-organised, set high standards, flexible, calm under pressure.</td>
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Benefits:
Teacher’s pension: As per current legislation. Eligibility is based on the school’s terms and conditions of eligibility for the teacher’s pension scheme.

Fee Remission: In accordance with the School’s policy, which may be subject to change from time to time, up to 50% fee remission for girls attending Headington School and up to 20% fees remission for boys attending Magdalen College (under a reciprocal agreement). Fee remission is calculated on the number of weeks and hours worked and is pro rata for part time staff who work at least 50% of a normal working week.

All appointment are subject to satisfactory completion of all employment checks, i.e. References, Criminal Records Bureau, Medical Questionnaire, Right to Work in the UK.

*Headington School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*