



Camden School for Girls - MFL Department – (inc 2 i/c)

Principal responsibilities:

To contribute to the teaching of the department

To participate in the development of appropriate syllabuses, materials and schemes of work

To assess pupils' work on a regular basis and to record that assessment

To report on pupils when required and to participate in meeting with parents to discuss pupils' progress

To display the work of pupils and to ensure that classrooms are made into attractive learning environments

To participate in meeting with colleagues

Additional responsibilities:

1. To deputise for the head of department in their absence
2. To organise cover work when members of the department are absent due to illness
3. To have overall responsibility for learning in Spanish - in detail this means:
 - Working with the HOD to initiate and oversee the curriculum planning for the teaching of Spanish in the department
 - Ordering and administering resources for Spanish teaching and assessment
 - Submitting examination entries
 - Running sections of departmental meetings which relate to the Spanish and other areas as appropriate
 - Monitoring the completion of Spanish progress checks and profiles by deadlines set
 - Maintaining links with SENCO regarding the needs of Spanish students
 - Keeping materials under review and discussion with department
 - Reviewing and/or producing new resources
 - Monitoring pupils' progress and co-ordinating the work scrutiny across key stages in Spanish
 - To raise achievement of all students by devising and implementing interventions strategies
 - To contribute to, monitor and review the departmental improvement plan and departmental self-evaluation programme regarding Spanish
4. To act as Team Leader for members of MFL department in the school's Appraisal process



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Selection Criteria

Education:

Qualified teacher status

Evidence of further study or professional training

Experience:

Experience of successful teaching Spanish at A level

Experience of working in a comprehensive school

Experience of leading or ability to lead within a MFL department**

Experience of implementing current developments in languages teaching

Abilities:

The ability to teach effectively across KS3, 4 and 5

The ability to lead and manage a team of teachers**

An understanding of the current issues in languages teaching

The ability to review, evaluate and develop existing policies and practices**

The ability to use data to assess progress*

The ability to use ICT to enhance students' learning in languages

The ability to work under own initiative

Other requirements:

A clear vision of what constitutes good languages education within the context within the context of an 11-18 comprehensive school

Good academic background and fluency in Spanish

Good written and oral skills in English

Good organisational and administrative skills

Awareness of issues in the methodology of language teaching and assessment in the National Curriculum

A commitment to participate in extra-curricular activities and evidence of this in previous posts

Readiness to participate in school trips to Europe

Sympathy with the aims and ethos of the school

An understanding of, and a commitment to carrying out, equal opportunity policies

A good record of health and attendance

** Please note that this is for the 2 i/c responsibility

This description is not necessarily a comprehensive description of the post. The responsibilities are subject to the general duties and responsibility of the Conditions of Employment.