



## **Job Description for the Languages' Co-ordinator**

**Responsible to:** Headteacher, Deputy Head, SLT, Governors, St Hilary's School Trust Ltd

**Line Manages:** Staff that are involved with teaching Languages (including Classroom Assistants) School and students on Work Experience Placements.

### **Key tasks and responsibilities**

In addition to undertaking the requirements for a qualified teacher the following duties and responsibilities will be undertaken. It should be recognised that this position brings with it the need to be flexible and the list below should not be seen as exhaustive.

#### **General:**

- Actively promote and develop the ethos and vision of the school and show due regard to the School's Values and British Values
- Contribute fully to the life of the school
- Establish excellent relations with pupils, parents and visitors to the school
- Offer support and encouragement to colleagues and the wider School, as necessary
- Give the highest priority to pastoral care and health and safety of pupils, staff and visitors, including Safeguarding.
- Ensure high standards when dealing with pupils and parents and the wider school, as necessary
- To be responsible for a Form
- To be confident in teaching pupils across all age groups in the School
- Ensure that planning, preparation, recording, assessment and reporting meet pupils' varying learning and social needs
- Attend all INSET Days and Open Days, and school events where required

#### **Management:**

- To be fully aware of Safeguarding Policy and Procedures and liaise with the DSL as necessary
- To support and advise the Head and SLT in aspects relating to teaching languages
- To be familiar with the School Improvement Plan and complete an annual Curriculum Improvement Plan to support it
- To have a thorough working knowledge of the School's Policies and procedures and ensure the aims, values and vision of the school, are reflected in the Languages Department
- To understand the School's Charitable Status and the need for Public Benefit actively striving to involve the local community, including local schools (state and independent) striving for Inclusion and sharing expertise at all levels
- Keep up to date with educational theory regarding the teaching of all aspects of teaching Languages

- Be aware of the different Teaching and Learning needs of pupils in EYFS, Pre-Prep and Prep and liaise with the Heads of EYFS and Pre-Prep and Deputy Head for feedback and support
- Actively promote effective teaching and learning practices within the Departments to ensure the curriculum is exciting, stimulating and creative
- Develop systems to track the progress of all pupils including records of awards (internal and external) and scholarships at 11+
- To liaise with colleagues at key transition periods, when pupils move from EYFS to Pre-Prep and from Pre-Prep to Prep
- Advise the Headteacher re potential Academic Scholars for entry to senior schools
- To chair the International Award Committee
- To oversee the budget allocated for the Languages Department and International Award
- To ensure that displays are of the highest standard
- To help and organise key events within the school calendar
- To liaise with the Deputy Head and oversee Appraisals, as required, according to the Appraisal Schedule and identify the Professional Development requirements
- To attend and support colleagues at Parents' Evenings, as required.

Reviewed: September 2024

Head of Languages

Headteacher:

