



Head of Modern Foreign Languages (MFL) Department (Whole School Responsibility)

As a middle leader within the school, the Head of Department (MFL) is responsible for the standard of teaching & learning within the department. At Oryx International School, this responsibility encompasses Secondary and Primary and is therefore considered as a 'whole school' role. The role is primarily a secondary-based role, and the actual amount of responsibility across the whole school will differ from department to department. It may be as little as termly liaison with the relevant Subject Leader in Primary or as much as direct leadership over the primary and secondary provision. The executive principal will direct this to suit the needs of the school.

ROLE PURPOSE

The Head of Modern Foreign Languages (MFL) department directly influences the quality of teaching and learning throughout the school and will lead, manage, and develop the MFL department, ensuring high standards of teaching and learning in line with the British curriculum. The successful candidate will demonstrate a passion for languages and culture and be able to inspire both students and staff in a dynamic international school setting. The Head of the Department will facilitate student learning within the department to enable all students to achieve their full potential.

1. Key Duties and Responsibilities

Leadership and Management:

- Led the MFL department, promoting a vision for languages that align with the school's ethos and strategic objectives.
- Develop and implement departmental plans, policies, and practices, ensuring they are in line with school-wide strategies and British curriculum standards.
- Manage resources effectively, including budgeting and procurement of educational materials.
- Conduct regular departmental meetings, fostering a collaborative and inclusive environment
- Other duties as required by the Executive Principal

Curriculum Development and Teaching:

- Oversee the delivery of a diverse and engaging MFL curriculum, including French, Spanish, and other languages as appropriate.
- Ensure the curriculum meets the needs of all students, including those with EAL (English as an Additional Language) requirements.
- Teach classes, demonstrating excellence in pedagogy and language instruction.
- Integrate technology effectively into the language learning process.

Staff Development and Performance Management:

- Lead the professional development of MFL staff, including mentoring, coaching, and providing CPD (Continued Professional Development) opportunities.
- Conduct performance appraisals and support staff in setting and achieving professional goals.
- Support with the recruiting and onboarding of new department staff in collaboration with the HR department.

Student Progress and Assessment:

- Monitor and evaluate student progress, implementing interventions where necessary.
- Ensure accurate and timely assessments, reporting, and feedback mechanisms are in place.
- Support preparing students for external examinations and assessments aligned with the British curriculum.

General Operations and Future Development of the Department

- Develop an approach to the operations of the department that includes innovative subject/curriculum area policies, future plans and targets within the context of the School Development Plan
- Develop a strategic plan for the expansion of MFL provision to drive improvement across the school in standards, achievement and attainment – including I/GCSE and A Level exams
- Create effective teams by inspiring and motivating students and staff. Be a positive role model for other staff and students by taking responsibility for the continuous improvement of the team within the context of the school
- Identify appropriate resources for the department and ensure that they are used efficiently, effectively and safely. Complete orders for books and materials for the department in line with the school procedure.
- Work collaboratively at both strategic and operational levels with other Heads of Department, parents and students.

APPOINTMENT:

The Head of Department is appointed as a part of Middle Leaders.