



Headmaster T N M Lawson MA (Oxon)

# Head of Modern Languages

September 2019

## Introduction

The College seeks to appoint an inspirational Head of Modern Languages from September 2019. The right person will have a marvellous opportunity to work in a stimulating environment where resources, buildings, colleagues and pupils all strengthen the process of teaching and learning.

## The College

Eastbourne College is a co-educational HMC independent school of just over 620 pupils, of whom half are full-time boarders. It is a strong community with excellent links with local schools and the remarkable town in which it is located.

Academic standards are very high with an average of 80% of A-level grades being awarded A\*, A or B in recent years. At GCSE approximately two thirds of all grades awarded are A\* or A (or equivalent). In GCSE separate science, grades are typically in excess of 90% A\* or A. The College recruits from a wide ability range and value added outcomes are exemplary. The majority of College leavers enter higher education in leading universities at home or abroad.

The College is run as a seven day week, full boarding school. Day pupils share the same wide curriculum as boarders and enjoy equal access to the physical and human resources of the school. Day pupils can complete their prep in Houses; buses run at both 18:00 and 20:00 on weekday evenings.

We are proud of our rich cultural and sporting traditions. The recently built Birley Centre is a hub of music practice, performance, composition and recording. There is an established partnership with Glyndebourne and links with Ballet Rambert, local artists and musical ensembles. College artists exhibit in London, actors have starred in film and TV; the Design & Technology department wins an extraordinary number of Arkwright scholarships. We have an enviable reputation for sport both regionally and nationally. Eastbournians frequently represent the county in hockey, rugby, cricket and netball; several old Eastbournians have gone on to achieve international honours. There are also thriving CCF, D of E and service programmes.

As we celebrated our 150th year, the College completed the most ambitious development project in its history. Project 150 saw the delivery of over 30 state of the art classrooms, ICT suites, a new swimming pool, café, school shop, dance studio, sports hall, squash courts, dining hall and fitness suite. We believe that the College

has some of the best facilities of any school in the UK. For further information about Project 150 and our future development plans, please visit the website: <https://www.eastbourne-college.co.uk/about-us/our-future/>

Eastbourne College places great emphasis on the importance of developing a school in which education is built on core values and positive, supportive relationships. These central qualities will endure long after a student moves on from the College. The five key values of participation, the pursuit of excellence, integrity, courtesy and kindness are, it believes, the bedrock upon which every child's education should stand, providing them with the wherewithal to flourish both at school and beyond.

More information about the College may be found by visiting the website:

[www.eastbourne-college.co.uk](http://www.eastbourne-college.co.uk)

News of latest events can also be found by visiting our Facebook page:

<https://www.facebook.com/EastbourneCollege>

## **The Post**

We are looking for someone who is passionate about modern languages with the ability to communicate their enthusiasm in an inventive and inspirational way. She or he will be able to demonstrate originality in teaching, inspire creativity in pupils and staff, and inculcate the skills necessary for excellence in examinations while maintaining excitement and interest in learning.

The successful applicant will be expected to teach GCSE and A level French (an ability to teach other languages is desirable) to eager and enthusiastic pupils throughout the school. He or she will be able to cope with administration competently yet speedily, leaving him or her free to concentrate on inspiring teachers and motivating young people. The Head of Modern Languages will have opportunity to take the time to reflect and plan, and when appropriate they will be able genuinely to enjoy the exuberant life of the College. All members of the Common Room are expected to play an additional part in the boarding life of the school, e.g. by acting as tutors in one of the day or boarding houses, by offering their expertise in coaching team sports, or contributing to music, drama, debating etc. The department has a long tradition of wide and varied contribution, recognising the value it brings to relationships with pupils in the classroom.

The College has its own salary scale and the successful applicant will be placed on the scale at a level commensurate with their experience and qualifications. There is also a generous responsibility allowance for this important management role. Accommodation may be available for single or married applicants, including those with families. Teachers benefit from a generous rate for the education of their own children, and there are similar arrangements with St. Andrew's preparatory school.

## **The Department**

The Modern Languages department is one of the largest and liveliest departments in the school, offering French, German and Spanish to A level and Oxbridge entrance and an accelerated programme for talented linguists. Our academic results are strong at GCSE and A level. The department, comprising 11 teachers and 3 language assistants, is housed in the Memorial Block, with a modern digital language laboratory situated in Cloisters. All classrooms have electronic whiteboards / touchscreens and audio and video facilities.

The majority of pupils entering Year 9 study French and are given the opportunity to choose Spanish or German as an additional foreign language as described above. For those who wish to study a language outside of the main curriculum, we offer self-study courses in Arabic, Chinese, Japanese, Portuguese, Italian, Russian, French, German and Spanish. We offer a wide range of opportunities beyond the classroom, ranging from quiz, film and cultural evenings to visits to universities and the London institutes and trips abroad, including exchange visits.

## **Job Description**

- 1. Job Title:** Head of Modern Languages
- 2. Responsible to:** The Deputy Head (Academic)
- 3. Job Summary:** To be responsible for the teaching of modern languages throughout the College. To make a personal contribution that will enable students and staff in the department to excel.
- 4. Duties and Responsibilities**

### **Academic**

- To foster interest in, and enthusiasm for languages and their significance in the wider world.
- To draw up schemes of work and other necessary documentation in consultation with the Deputy Head (Academic) and those teaching modern languages to ensure that the Department meets deadlines for assessments, examinations and reports.
- To ensure that the Department keeps abreast of curriculum developments, and to arrange for INSET as appropriate.
- To update and renew teaching materials, resources, equipment and apparatus, and to give a lead in teaching topics to new examination specifications.
- To consult with the Senior Management Team over major decisions, particularly those affecting the Department as a whole, or its place in the curriculum.
- To administer all matters in the Department in accordance with school policy as laid down by the Senior Management Team.
- To encourage and develop extra-curricular activities in the department, involving societies, educational visits and outside speakers.

### **Staff Management**

- To hold regular meetings for all members of the Department.
- To assist in, and advise on, the appointment of any new members of staff working within the Department.
- To be responsible for the performance management of teaching staff working in the department.
- To be responsible for the work, attendance, training and monitoring of any assistant staff working in the Department.
- To ensure equal access and opportunity for students by appraising the work and lessons of teachers within the department as part of the annual department review.

### **Financial Management**

- To submit a draft budget to the Deputy Head (Academic) and to ensure that expenditure is kept within the approved budget.
- To order equipment, materials and books as appropriate, and to keep an up-to-date record of all expenditure.
- To keep an inventory of equipment and plan for future needs.

## **Administration**

- To co-ordinate the recording and moderation of all pupils' work for practical assessments / controlled assessments and to ensure that all the awarding body's criteria are met.
- To supervise the setting, moderation and marking of the internal College examinations.
- To submit an annual report of the work of the department to the Deputy Head (Academic) and Headmaster as part of the annual department review.
- To be responsible for all aspects of health & safety in the department ensuring that all risk assessments are made in accordance with College policy and national legislation.
- To attend Heads of Department meetings, and to represent the subject in all discussions concerning the curriculum.

## **Pastoral**

- a) To promote and uphold the College's core values and reflect them in the teaching of modern languages in the school.
- b) To support the development of all pupils through the unspoken curriculum (the way pupils learn to treat each other and the way they are expected to behave).
- c) To be a tutor in a day or boarding house as directed by the Second Master.
- d) To act as tutor to a group of tutees as directed by the Hsm.
- e) To hold regular meetings with tutees to discuss academic progress and any pastoral issues.
- f) To discuss eRCs with tutees and comment as appropriate.
- g) To support the Hsm and house by attending house activities and events.
- h) To support tutees in their wider College lives.
- i) To attend chapel alongside tutees at weekly chapel services and any other school congregational events as requested by the Second Master.

## **Co-curricular**

- a) To play an active role supporting the co-curricular programme as directed by the Deputy Head (Co-curriculum).

## **General**

- a) To represent modern languages at Heads of Departments meetings.
- b) To Chair regular meetings of the modern languages department.
- c) To attend staff meetings as requested by the Headmaster.
- d) To carry out any other duties associated with the role as requested by the Headmaster or Senior Management Team.

In making the appointment the Headmaster will have regard to the experience and potential specifically exhibited by candidates. The exact delineation of responsibilities will be determined by the strengths and interests of the appointee.

This job description may be altered to meet changing educational context at the discretion of the College.

## Person Specification

Applicants should be able to demonstrate the following:

Attribute	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> <li>• Educated to good degree standard (or equivalent) in a modern foreign language or a closely-related discipline</li> <li>• Evidence of continuous personal and/or professional development</li> <li>• Ability to teach French to A-level</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching qualification</li> <li>• Post graduate degree</li> <li>• Ability to teach Spanish or German</li> <li>• Ability to teach other modern foreign languages</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• An understanding of GCSE and A level languages and their importance in the school curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Schools experience</li> <li>• Experience of working in a boarding/residential environment</li> <li>• Management experience</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• A dynamic and skilled leader with the ability to manage people towards a common goal</li> <li>• Excellent communication and listening skills</li> <li>• Strong organisational and administrative skills</li> <li>• A high level of ICT competency</li> <li>• An inclusive manner and the ability to work in a team</li> <li>• The ability to interpret quantitative and qualitative feedback; to monitor and evaluate</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• A belief in the College's core values and the determination to uphold them</li> <li>• An ability to set deadlines, meet them and manage expectation against them</li> <li>• An ability to build, foster and sustain positive relationships with all in the College community</li> <li>• Patience, compassion, courage, resolve and objectivity</li> <li>• Dedication, loyalty, commitment and positivity</li> <li>• Capacity for hard work</li> <li>• To positively embrace change and development</li> <li>• Being a positive role model for all in the College community by virtue of approachability, personal conduct and standards of expectation.</li> <li>• To be a lead learner</li> </ul>	

## **Salary and Conditions**

The College has its own salary scale and the successful applicant will be remunerated at a level representing their qualifications, skills and experience. Specifics of this can be discussed with the Headmaster at interview.

The College offers generous packages of additional benefits and pay; all staff are on a salary scale above the national average and have opportunities for salary progression.

Accommodation may be available. The successful candidate will also benefit from a generous rate for the education of their own children, both at the College and at St. Andrews Prep.

All appointments are made subject to a satisfactory medical disclosure, an enhanced check with the DBS and any other pre-employment checks deemed necessary by the College.

The College is a non-smoking establishment and an equal opportunities employer.

## **How to Apply**

In order to apply, please send the completed application form, together with a letter of application (addressed to the Headmaster). Please also provide the contact details of a minimum of two referees, one of whom should be your current employer.

Your letter of application should evidence your suitability for the post against the job description and person specification described above.

Electronic applications are welcome and should be sent to [applications@eastbourne-college.co.uk](mailto:applications@eastbourne-college.co.uk)

Applications should be received no later than **12:00 noon on 18 March 2019** with interviews taking place at the College thereafter. All candidates will be contacted shortly after the closing date.

## **Postscript**

There are many attractions to teaching at Eastbourne College, not least its location on the south coast in the sunniest part of the country.

The College provides a safe urban environment in an attractive part of a peaceful town where pupils have easy access to shops, cinemas and theatres at appropriate times, and this strengthens the boarding experience. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes). The beach and sea are a five minute walk away and the South Downs (the newest National Park) are literally on our doorstep.

The school is a strikingly happy, cohesive and coherent community. We look forward to meeting you.

March 2019