



Hazelwood School

JOB DESCRIPTION

HEAD OF LANGUAGES

Hazelwood School

Hazelwood is a flourishing non-selective, independent co-educational Prep School for boys and girls between the ages of 4 and 13 years of age with a linked Nursery and Early Years site catering for children from 3 months to 4 years. The school is 600 strong across both sites. Its pupils enjoy some amazing facilities including the Baily Building which opened in September 2016, an Innovation Centre which opened in September 2018 and the newly developed Outdoor Innovation Space, Phase 1 of which is opening Summer 2021. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible. Further details about the school can be found on the www.hazelwoodschool.co.uk.

Languages at Hazelwood

A strategic review has been carried out and the initial phase of a future vision put in place which will allow for an over-arching specialist leadership capacity, will enable ancient, modern and world languages to take pre-eminent position in the school's curriculum.

We are looking for a dynamic and innovative individual to lead the teaching of all languages across the school, including a progressive programme of study in French, Spanish, Classics and Mandarin. The successful candidate will work closely with and draw together the staff who currently work across separate departments into one cohesive, effective and motivated team, whose driving focus is to develop a love of languages in all our pupils. The candidate will pull together a vision for the department and explore the position of digital literacy as a language.

Curriculum content in Year 7 and 8 has a focus on Common Entrance and pre-GCSE level of skill to ensure an excellent foundation for GCSE and smooth transition to senior school in Year 9. Schemes of work in all languages leading up to Year 7 and 8 should prepare for this level of work progressively, while ensuring an engaging approach to teaching and learning which inspires and suits the needs of all our pupils. The successful candidate will also be able to prepare or coordinate preparation of pupils for scholarship level of work.

Other Requirements

The successful candidate will be required to undertake an aspect of extracurricular activity. They may also be required to take on the responsibility of a form tutor. Candidates with an ability to teach games are particularly sought after, however this is secondary to the ability to be an inspirational leader of languages and should not deter potential candidates.

Staff are expected to contribute to the diverse rota of post school activities which occur each day. Typically each member of staff offers one session per week.

All teachers are expected to play their part within the duty system.

The school has a comprehensive staff handbook. Every member of staff must read the staff handbook and follow the practices, policies and procedures laid out in the document.

Job Description

The Head of Languages will:

- Inspire a unified ethos throughout the languages team by building on existing good practice and a shared love of and commitment to the study of ancient, modern and world languages and culture.
- Model and champion approaches to teaching and learning that result in enjoyment for those learning a language and encourage further exploration of foreign cultures.
- Work with French, Spanish, Classics and Mandarin teachers to identify where a more consistent approach, joint development and the wider sharing of existing good practice would be of benefit to all.
- Review and oversee the programmes of study for all languages regularly to ensure content inspires the pupils and is relevant in covering content which aligns to Common Entrance and pre-GCSE standard. Work alongside the various language specialists to ensure that their POS is progressive and sets high expectations for pupils' progress. It should also incorporate relevant aspects of scholarship preparation.
- Develop a vision and long term strategy for Languages at Hazelwood to reflect a modern educational provision.
- Work alongside the computer science team in researching and developing the place of digital literacy within the department.
- Integrate the school's BOX and Outside the BOX philosophy into planning and delivery of lessons.
- Work with senior leadership to develop a department which encompasses ancient, modern and world languages, including their cultures, and fosters an approach which inspires our children and has the BOX philosophy at its core.
- Take responsibility for teaching and learning standards and pupil progress across French, Spanish, Classics and Mandarin, ensuring a comprehensive system for formative and summative assessment across all languages, with data tracked and monitored for pupil progress.

- Promote student engagement and success in the Department subject(s) by encouraging and leading special events and displays of work and arrange suitable visits and visitors to enrich the curriculum.
- Work with other Heads of Department towards the strategic educational aims of the School.
- Develop staff capabilities and build and strengthen staff relationships across the department.
- Meet with the Language Specialists and Department staff and set goals and priorities.
- Provide opportunities for meaningful discussion and continual improvement of learning
- Ensure that parents are fully informed about the way in which languages are taught.
- Deal with parents in a professional manner.
- Liaise effectively with all stakeholders, including other members of the school team such as the SEN department.

Hazelwood Competencies

Building Relationships

Definition: *To foster and promote positive, trusting and professional relations within and beyond the school community*

Professionalism

Definition: *Shows consideration and respect for others and embraces diversity within the Hazelwood community. Demonstrates excellent professional knowledge and passion for their job role whilst maintaining high expectations of themselves and others.*

Communication

Definition: *The ability and drive to share and receive information (both written and verbal), seek advice and liaise with the staff, children, parents and others within the Hazelwood community.*

Planning and Organisation

Definition: *the ability and desire to plan and organise effectively to meet the needs of all.*

Adaptability and flexibility

Definition: *to demonstrate a willingness to be open to change, to be approachable and proactive in all aspects of your role.*

Teamwork

Definition: *The ability and desire to work cooperatively with others, recognising and supporting team members. Understanding that there are many varied teams within Hazelwood, involving students, staff, parents, Governors and Community constituents.*

Big Picture Thinking

Definition: *To be able to see the School as a whole and not just your department's perspective. To contribute to the whole School Vision by driving for the change and innovation it promotes, maintaining the highest of expectations from yourself and those around you.*

Leadership

Definition: *To influence and maximise the effort of others towards the achievement of our school vision and to translate this vision into reality.*

Hazelwood School is committed to safeguarding the children within its care and the successful candidate will be required to obtain an enhanced DBS Certificate, through Hazelwood, prior to starting work.

Hazelwood School upholds British values.