



VERULAM SCHOOL

A Specialist Technology College
Brampton Road
St Albans
Hertfordshire, AL1 4PR

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Hertfordshire County Council

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St. Albans AL1 4PR

Tel: 01727 766100
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Headteacher: D P Kellaway, M.A.
School Roll: 1130 with 270 in the sixth form

Head of Languages (TLR 1b £8,406 + London fringe) Required September 2008

This is an outstanding opportunity for an ambitious individual to lead an effective and well organised faculty which is taking the leading role in developing the school's second specialism in Languages. We are seeking an experienced linguist to drive standards even higher and further develop Language's role within the school.

Languages are taught in a suite of 5 five dedicated classrooms which are all equipped with IWBs. At Key stage 3 all pupils study at least one language with majority starting a second language in Year 8. Studying a language is also compulsory at Key stage 4 and A level is extremely popular. As part of the BeauSandVer consortium we also offer the International Baccalaureate. The ability to teach Spanish and either French or German is essential.

Verulam is committed to developing and supporting leadership at all levels and encourages applications to Leadership Pathways and the NPQH. As a high-performing Specialist College we provide an enriching educational experience for all at Verulam, which is a very popular, 11-18 all-ability school (boys to 16, with a mixed Sixth form), situated near the centre of this historic and attractive Cathedral city. Verulam School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application form and further details of the post are available from the Head Teacher's PA, Anne Hanvey, anne.hanvey@verulam.herts.sch.uk, or you can apply online either on our website www.verulamschool.net or at www.teachinherts.com. Closing date: 25th April 2008 Interviews will be held on during w/c 28th April 2008



INVESTOR IN PEOPLE



Specialist Schools Trust
EXCELLENCE AND DIVERSITY



SPORT
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SPORTSMARK



2003 school
achievement award
Department for education and skills



Healthy Schools

Headteacher: D Kellaway MA



TECHNOLOGY
COLLEGES



Person Specification for Faculty Head

ESSENTIAL CRITERIA

Education, Training & Experience	
Professional Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status
Educational Experience	<ul style="list-style-type: none"> • A good knowledge of recent developments teaching MFL, including curriculum changes at KS3, GCSE and AS/A2 • A proven track record of excellent teaching
Skills / Abilities	
Communication	<ul style="list-style-type: none"> • Good communication and organisation • Experience of analysing data and producing reports to improve teaching and / or learning. • Good people skills • Good ICT skills
Motivation / Leadership	<ul style="list-style-type: none"> • Experience of leading an aspect of the MFL curriculum from planning to implementation and evaluation • An understanding of support systems for students and staff • Experience of good teamwork
Personal Qualities	<ul style="list-style-type: none"> • An obvious enthusiasm for MFL • A sense of humour! • A good time and stress manager • Reliability and integrity

DESIRABLE CRITERIA

Education, Training & Experience	
Professional Qualifications	<ul style="list-style-type: none"> • Good Honours degree or higher
Educational Experience	<ul style="list-style-type: none"> • Excellence as a classroom teacher
Skills / Abilities	
Communication	<ul style="list-style-type: none"> • Excellent ICT skills • Excellent people skills • Excellent inter-personal skills with pupils, parents and staff
Motivation / Leadership	<ul style="list-style-type: none"> • Highly motivated and industrious • An ability to lead, develop and organise a team
Knowledge of current education issues	<ul style="list-style-type: none"> • Knowledge of school improvement strategies • Recent experience of relevant INSET
Personal Qualities	<ul style="list-style-type: none"> • An interest in extra curricular activities • A commitment to inclusion • A commitment to Boy's education



VERULAM SCHOOL MODERN LANGUAGES DEPARTMENT

Organisation

All pupils learn French in Year 7 and most go on to pick up German or Spanish as well in Year 8. In Years 10 and 11 pupils study French, German or Spanish. A small number do two languages. Post-GCSE we run AS and A2 courses in French and German. At this level, around 10 pupils study French and approximately 5 study German. We also offer IB German as part of a consortium with Beaumont and Sandringham schools.

Setting

Pupils are taught in forms to begin with in French. In Year 8, they are then divided into double or single language classes. At KS4 we have approximately 5 French groups, 2 German and 1 Spanish. Throughout the school, we aim to keep lower sets small and we put more pupils in the top sets. We also look at social groupings in the lower sets at KS4. We expect most pupils to do a language at GCSE.

Examinations and Results

Our language results are good, considering that we are an all-ability boys' school. We generally score in the region of 70-75% A*-C. Our aim continues to be to secure higher results for the middle ability pupils. A-Level results over the past 5 years have also been pleasing. Pupils do Edexcel GCSE, non-coursework option. At AS and A2 they do the AQA specification.

Resources

We currently use Expo, Logo and Listos throughout the school. Expo is co-written by the former Head of MFL, currently an Advanced Skills Teacher at the school. We have developed many of our resources and revision guides and make use of in-house satellite TV especially with Years 12 and 13. We use ICT, including the Internet and video cameras, whenever appropriate and practicable. We are currently aiming to put some of our lessons on line. All MFL classrooms are equipped with Interactive Whiteboards.

Rationale

Our aim is to instil in pupils an enthusiasm for language, a sense of cultural understanding and mutual tolerance. Whilst we realise that we cannot turn all pupils into committed linguists we try to give pupils a worthwhile language-learning experience, making them more aware of language in general and helping them to further their own learning and organisational skills. We believe that grammar is essential for providing an effective communicative framework and we also try to maintain the difficult balance between formal written skills and the other areas of

speaking, reading and listening. We use the target language appropriately and judiciously.

Staffing

Staffing has remained relatively stable over the past few years, with a number of staff having been here over five years. All would testify to the supportive nature and good humour of the department. We have strong links with the University of Herts.

Other information

We run an active programme of day trips and exchanges to France.

Verulam School –Job Description

Name:	Date: January 2008
Job Title: Head of Faculty	Scale: 1b
Job Purpose: To lead a significant team of staff to maintain high standards of student learning, attainment and ethos through high quality teaching and positive behaviour management.	
Accountable to: Assistant / Deputy Headteacher	Accountable for: Quality of learning in Faculty subject areas and how well other subject leaders and staff are led and managed

Key Accountabilities

1. Leadership and management of the curriculum teams including either heads of department or other postholders (usually holding up to 2b TLR)
2. Leadership and management of students' learning in their curriculum areas. Acting as the lead learner and teacher in the eyes of students and teachers of the faculty, modelling good practice, positive relationships with students and a passion for learning. Maintenance of all relevant data.
3. Building strong home – school links.
4. Leadership and delivery of a curricular programme through timetabled lessons, other areas of the curriculum and extended curriculum.
5. Maintenance of a positive disciplinary system.

Key Tasks

1. Maintain and raise the standards of learning and attainment for the Faculty area.
2. Liaise and meet with Year Learning managers, senior managers and other curriculum coordinators as necessary regarding pupils, staff deployment and management.
3. Manage, support, monitor and lead the teaching and CPD of the teachers in their Faculty area.
4. Organise, chair and lead Faculty Meetings, prioritising the discussion of academic achievement and progress.
5. Attend the weekly Head of Faculty briefing, the fortnightly Line Management meetings and organise regular faculty meetings.
6. Monitor the attendance, punctuality and academic performance of students in their Faculty area, liaising with the EWO, SENCO and other external support services where appropriate.
7. Report to the SLT on the quality of student presentation, class work and homework through regular monitoring.
8. Contribute to the extra – curricular opportunities within school.
9. Administer the school's behaviour policies and procedures, setting and overseeing detentions and the merit system for the Faculty area. Work with faculty heads of subject area to evaluate how effectively rewards and sanctions are used.

10. Organise the communication system between the school and parents / guardians when necessary and called upon to do so.
11. Manage, support, monitor and organise the schemes of work for that Faculty area.
12. Carry out a termly report back to SLT and Year Learning managers on pupil attainment and progress and what action is being taken to improve it.
13. Organise the application, marking and moderation of examinations.
14. Monitor, manage, maintain and share attainment data with staff and parents, organising reports and Consultation Evenings.
15. Monitor and evaluate the quality of lessons within the Ofsted framework and the implementation of whole school policies, reporting back to SLT on progress. Support and coach subject department leaders and other postholders on making these judgements.
16. Monitor, evaluate and support the leadership of heads of subject department and/or postholders within your faculty.
17. Lead and be accountable for the Faculty Performance Review process, carry out performance reviews and support the performance review of other staff led by heads of subject department or postholders.
18. To manage and keep in good repair the resources utilised by the Department / Faculty.
19. To lead a duty team.

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to comply with the general conditions of employment of school teachers as defined by the latest DfES Pay and Conditions Document.
