

## HEAD OF PRIMARY MFL JOB DESCRIPTION

<b>LOCATION</b>	<b>British International School of Kuala Lumpur (BSKL)</b>
<b>JOB TITLE</b>	<b>Head of Priamary MFL</b>
<b>JOB PURPOSE</b>	Overall responsibility for the professional leadership and management of the BSKL Primary MFL Depratment, to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with school policy in MFL.
<b>REPORTING TO</b>	<b>Head of Primary</b>
<b>DIRECT REPORTS</b>	<b>All Primary Language Teahcers</b>
<b>OTHER KEY RELATIONSHIP</b>	<b>Deputy Head Pastoral</b> <b>Deputy Head Teaching, Learrng and Assessment</b>

<b>KEY RESULT AREA</b>	<b>MEASUREMENT OF PERFORMANCE</b>
<b>Leadership of the Primary Language Team</b>	<ul style="list-style-type: none"> <li>● Lead the Primary MFL team effectively and efficiently.</li> <li>● Identify areas of improvement in the team and Primary MFL programme.</li> <li>● Plan for the deployment of staff in the most effective and efficient manner.</li> <li>● Demonstrate positivity, professionalism and the ability to motivate colleagues and pupils.</li> <li>● Monitor records of absence and investigate appropriate action in the Primary MFL team.</li> <li>● Set the agenda for weekly MFL staff meetings and ensure minutes are typed up in a timely manner.</li> <li>● Ensure Primary MFL staff are familiar with the BSKL Child Protection policy and receive appropriate training.</li> <li>● Establish and maintain effective working relationships with colleagues.</li> <li>● Act and communicate in a professional manner that supports the ethos of the school.</li> <li>● Ensure the Primary MFL curriculum covers the full range of appropriate and relevant knowledge, understanding and skills, enabling all pupils to succeed and develop in pupils a lifelong passion for languages.</li> </ul>

	<ul style="list-style-type: none"> <li>● Ensure all members of the department understand, articulate and implement the core principles of the Primary MFL curriculum.</li> <li>● Responsible for raising standards of attainment and levels of progress.</li> <li>● Responsible for self-evaluation and strategic development.</li> <li>● Responsible for pupil wellbeing and their social, moral, spiritual and cultural development.</li> <li>● Ensure that the school policies and strategies are embedded in the departmental schemes of work and operational plans.</li> </ul>
<p><b>Activities and Events</b></p>	<ul style="list-style-type: none"> <li>● Coordinate the running of the Spanish Assembly and Primary Language events throughout the year, and liaise with other teaching and support staff to ensure those events run smoothly.</li> <li>● Manage, develop and to take direct responsibility for the provision of language curricular across the school, fostering excellence in all that the department does.</li> <li>● Lead the provision and administration of a rich and varied programme of extracurricular languages</li> </ul>
<p><b>Budgets and Resources</b></p>	<ul style="list-style-type: none"> <li>● Identify resources needed to meet the needs of all language pupils and submit this in good time to the Finance Team (when requested) and manage the confirmed budget throughout the year.</li> <li>● Take responsibility for all Primary Language resources in the school and ensure they are well maintained and fit for purpose.</li> </ul>
<p><b>Public Relations and Liaison with Parents</b></p>	<ul style="list-style-type: none"> <li>● Ensure informative and regular contact with the parents of children who study languages</li> <li>● Ensure there is excellent communication with parents, children and staff throughout the year groups from Nursery to Year 6.</li> <li>● Be the first point of contact for parental queries and enquiries about language matters in the primary department.</li> <li>● Encourage and foster good lines of communication with parents in relation to languages.</li> <li>● Develop links with other professionals, agencies, governors and neighbouring schools.</li> <li>● Assist the Marketing Team in the promotion of the school.</li> <li>● Actively promote languages within the school community to encourage pupils' interest in the subject area.</li> <li>● Contribute to the positive promotion and marketing of the school in the local and wider community.</li> <li>● Promote the academic ethos and life of the school to parents and visitors as appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>● Compile and prepare events for any events related to languages in the school.</li> </ul>
<b>Wider Responsibilities</b>	<ul style="list-style-type: none"> <li>● Attend staff meetings and briefings and keep colleagues informed of language matters.</li> <li>● Attend staff departmental meetings and other meetings as required.</li> <li>● Attend INSET meetings and courses as required and directed by the Head of Primary</li> </ul>
<b>Professional and Personal Development</b>	<ul style="list-style-type: none"> <li>● Provide training opportunities for language department staff via CPD.</li> <li>● Develop the use of IT within the department, consistent with the school's IT strategy.</li> <li>● In line with school policy on performance management attend performance review meetings; undertake appropriate and agreed continuing professional development and act as team leader for the performance management of MFL teaching staff.</li> <li>● Lead and manage the department, recruiting, inducting, developing, motivating and appraising members to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.</li> <li>● Undertake Performance Reviews of all members of the department.</li> </ul>
<b>Recording and Assessment</b>	<ul style="list-style-type: none"> <li>● Develop understanding of learning needs and the importance of raising achievement for all pupils on an individual basis.</li> <li>● Manage our tracking system to ensure accurate and appropriate feedback is given to the pupils and parents.</li> <li>● Collect and interpret assessment data and ensure each individual pupil has clear guidance.</li> <li>● Maintain and enhance systems for identifying, assessing and reviewing language teaching.</li> <li>● Update the Head of Primary on the effectiveness of the provision of languages for all pupils.</li> <li>● Work with the Deputy Head and Learning Support staff to monitor and support alternative assessment arrangements.</li> <li>● Keep parents and carers informed about their child's progress through regular reports, PTCs and appropriate communication.</li> <li>● Ensure that individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching.</li> </ul>
<b>Improvement Plan and Policies</b>	<ul style="list-style-type: none"> <li>● In consultation with the Deputy Head and other members of the Senior Leadership Team draw up and revise regularly the following:</li> </ul>

	<ol style="list-style-type: none"> <li>1. <i>A clear assessment policy for the identification of pupils with additional support needs, for setting and for the identification of gifted and talented.</i></li> <li>2. <i>An improvement plan for the Primary Language Department.</i></li> <li>3. <i>The Department Handbook</i></li> </ol> <ul style="list-style-type: none"> <li>● Ensure that school policies, strategies and values are embedded in the departmental schemes of work.</li> <li>● Keep up to date with developments in the department's subject areas and education in general to ensure that best practice is adopted within the department.</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>● Teach (approximately 16 periods) and a share of supervisory duties.</li> <li>● Support teachers in the identification of the most effective teaching methods in language teaching</li> <li>● Monitor teaching and learning activities to ensure they meet the needs of pupils giving a wide choice to ensure maximum participation from Nursery to Year 6.</li> <li>● Liaise with Learning Support with respect to any specific Additional Support Needs issues or developments.</li> <li>● To contribute to departmental schemes of work</li> <li>● To keep full records of attendance and achievement/progress of all pupils taught, including formative and summative assessment.</li> <li>● To contribute towards the upkeep and updating of curriculum resources.</li> <li>● To ensure appropriate course materials are available for pupils.</li> <li>● To ensure individual needs are met through appropriate use of differentiation.</li> <li>● To take responsibility for classroom practice.</li> <li>● To promote use of IT across the curriculum.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>● Play an active role in the care, wellbeing and safeguarding of all students.</li> <li>● Ensure that pupils feel safe and secure within the school environment.</li> <li>● Undertake child protection and safeguarding training relevant to the role.</li> <li>● Ensure that all incidents (or concerns) and actions (including communications) are logged onto CPOMs.</li> <li>● Develop and implement systems which encourage pupils to: <ul style="list-style-type: none"> <li>○ Be healthy</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Stay safe</li> <li>○ Attend and enjoy The British International School Kuala Lumpur</li> <li>○ Make a positive contribution to the school and wider community</li> <li>○ Achieve academically</li> <li>○ Achieve economic well being</li> <li>● Develop and implement systems that support and provide pupils with opportunities to seek help or advice from their peers or from appropriate adults.</li> <li>● Proactively act on concerns, reporting immediately using the relevant school procedures.</li> <li>● Contribute to safe and supportive school culture, climate and environment.</li> </ul>
<p><b>Other general/administration</b></p>	<ul style="list-style-type: none"> <li>● Promote the standing of BSKL in the local community.</li> <li>● Liaise with other members of the leadership team in order to promote consistent school culture and ethos.</li> <li>● Promote the standing of BSKL in the local community.</li> <li>● Always act in the best interest of the staff and students.</li> <li>● Support the school’s ethos and aims.</li> <li>● Act in accordance with school policy and the school’s Professional Charter.</li> <li>● Other duties as directed by the Head of Secondary.</li> </ul>
<p><b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b></p>	
<ul style="list-style-type: none"> <li>▪ Ideally fluent in at least two other languages other than English (one being Spanish)</li> <li>▪ Integrate technology into the classroom experience to enhance and extend the learning of students</li> <li>▪ Successfully teach students using technology in a virtual/hybrid environment</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

### Personal Attributes

The essential qualities of the candidate profile are educational passion, organisational excellence and a strong and effective leadership style. The successful candidate will be an experienced and capable teaching and learning leader who can anticipate and act on the changing needs of our school. SMT/SLT experience would be useful, but not essential for the right person. You will possess good judgement, and outstanding written and oral communication skills. You will possess the initiative, independence and flexibility to effect meaningful educational change. You will be able to demonstrate the following attributes:

- Excellent classroom practice.
- Be passionate about teaching and learning; be an advocate for excellence and a champion for all our pupils.
- Able to communicate what excellent teaching and learning is and enthuse teachers about our practice.
- Clear and empathetic communication skills.
- Able to develop effective systems that are understood and supported by all stakeholders.
- The gravitas to inspire confidence and respect in pupils, parents and staff.
- Experience in leading academic/ teaching and learning teams.
- Experience in leading successful pedagogical change in a whole school context.

### Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in [Location].
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

## PHILOSOPHY AND VALUES

### **We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.
- Student wellbeing should be valued and nurtured

### **The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

### **Promote and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Be a positive role-model of our educational values each day
- Feedback as a valued member of the team and the wider organisation

