



Beau Soleil

Collège Alpin International

JOB DESCRIPTION

Title	Head of Section: French Section
Department	Academic
Reports to	Deputy Head Academic
Location	Villars-sur-Ollon

Purpose <i>(why the position exists, within what limits and with what objectives)</i>	<p>The Head of French Section is a key role within the leadership structure of the school. The post holder is responsible for the day to day academic and pastoral welfare of students in the French Section. They lead and manage the curriculum delivery and wider academic life of students from Troisieme through to Terminale. They also work with the Head of Section, Juniors, to ensure the success and progress of French native speakers within the first three years of Beau Soleil (Grades 6,7,8).</p> <p>They work in close conjunction with the other Heads of Section, the University and Careers Guidance Counsellor, House Parents and the Deputy Heads to ensure that students in the French Section are supported and encouraged to achieve the best possible academic results whilst also benefitting from the exceptional opportunities on offer at Beau Soleil.</p> <p>They will lead the teaching team, also teaching themselves, and as such, will:</p> <ul style="list-style-type: none">• Act as a conduit between the Senior Leadership and the French Section teaching staff• Lead the delivery and ensure compliance with the relevant governing body's curricular programmes for the Brevet and French Bac.• Inspire, motivate and lead the professional development of teachers in the French Section to ensure ongoing improvement across the team• Lead quality assurance and performance management systems• Support school wide initiatives to improve student outcomes• Implement, monitor and evaluate data driven tracking intervention and support programmes• Ensure that the team's curriculum planning, assessment and examination policies and procedures are robust, compliant with accreditation frameworks and fit for purpose• Build a culture of high expectations and academic ambition within the staff and student body
Key Responsibilities	Staff management:



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1. Provide leadership and management of teachers in the French Section, following the school's agreed process of Professional Development Review and dealing promptly with issues as and when they may arise.
2. Call and chair French Section Staff and Class tutor meetings during the school year. This will be in conjunction with, or at the instruction of the Deputy Heads when appropriate.
3. Represent the French Section at meetings and appropriate forums.
4. Monitor, assess and develop the roles of Class tutors in the French Section.
5. Ensure that French Section Class tutors run their tutor groups effectively.
6. Support the professional development of French Section Class tutors and teachers by leading and sourcing relevant training opportunities, either in local or partner schools, or through external providers.
7. Be involved in decision making and policy development across the school, as a member of the school's Academic Management Team (AMT).

Student Progress:

8. Coordinate the day to day activities of the French Section in liaison with the Principal, the Deputy Heads and the House teams.
9. Follow and monitor the academic progress of all students in the French Section, serving as an objective observer to assist teachers in designing appropriate learning strategies for all students.
10. Oversee and quality assure all parental communication, including Reporting cycles and alert the Deputy Head Academic to any concerns or problems in this area.
11. Monitor the progress and general well-being of individual students in the French Section, in liaison with the Deputy Head Academic, Deputy Head, Pastoral and Principal as appropriate.
12. Monitor and oversee academic intervention plans for French Section students.



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13. Ensure that appropriate communication links are maintained with the parents/guardians of French Section students, so that all parties are well informed regarding the curriculum, learning targets, student progress and attainment.
14. Develop the French Section Tutor Group and Activities programme in liaison with the Head of Outdoor Activities and the Heads of the International Sections, in order to facilitate a 'whole school' approach to learning which reflects the philosophy of the school.
15. Manage the work of the Universities advisor for Francophone universities.
16. Participate in the development and implementation of the assessment systems to be used to evaluate the effectiveness of the curriculum, instructional practices and student learning.
17. In liaison with Class Tutors, prepare and present school assemblies, led by French Section students.
18. Work with the SLT in the process of Prefect training, selection and induction

Student Discipline:

19. Ensure an excellent standard of behaviour in the French Section. Monitor the attendance and punctuality of French Section students, intervening where appropriate to ensure positive outcomes
20. Liaise regularly with French Section Class Tutors and teachers concerning student discipline.
21. Keep reports of student behaviour for French Section students.
22. Make contact with the parents of French Section students, when appropriate, to discuss student behaviour and welfare.
23. Liaise closely with the Deputy Head Academic, Deputy Head, Pastoral and Principal, as appropriate, concerning major discipline issues.

Student Guidance and Support:

24. Build positive and productive working relationship with students in the French Section



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	<p>25. Develop and oversee the induction process for new students.</p> <p>26. Review and update all relevant communication materials.</p> <p>Other duties and responsibilities:</p> <p>27. Contribute to school-wide strategic and operational planning.</p> <p>28. Work with the Principal, the Deputy Head Academic and other staff as appropriate in the evaluation and appraisal of teaching and learning in the French Section.</p> <p>29. Contribute to and lead the induction programme for new staff teaching on the French Section programmes.</p> <p>30. Participate fully within the wider life of the school, attending all key School events, social functions and Challenges, representing the extended SLT at events locally, nationally and internationally as appropriate.</p> <p>31. There will be a teaching commitment to be decided by the Principal.</p> <p>32. Work with the Admissions, Marketing and Executive Teams to promote, market and actively recruit for the French Section.</p> <p>33. Work closely with key stakeholders to retain students and ensure high levels of satisfaction with the French section provision.</p> <p>The list of duties and responsibilities outlined in this job description is not exhaustive. They will be reviewed annually and may be modified by mutual agreement with the Principal, to reflect and anticipate changes in the nature of the post.</p>
Education and Professional Qualifications	<ul style="list-style-type: none">• Good Honours degree• Relevant teaching qualification• Experience of the French educational system
Experience	<ul style="list-style-type: none">• Previous leadership of an academic team or department in an international school setting• Knowledge of the Baccalaureate and Brevet systems and French curriculum requirements



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Person Specification

- Excellent communication skills in written and spoken French and English
- Willingness to learn and develop, with a true commitment to their own and others' professional development.
- Ability to train and engage colleagues to support a culture of continuous professional development, particularly in regard to developing high quality, interactive and differentiated lessons
- Emotional Intelligence and ability to construct and maintain positive working relationships
- Resilience
- Good sense of humour
- Flexibility and an ability to adapt to changing circumstances
- Alignment and willingness to support publically the vision of the Principal and Executive Leadership Team
- Desire to contribute to the wider life of the school, to promote and celebrate student effort, achievement and attainment