



WEST BUCKLAND
SCHOOL

is looking to appoint a
Head of Modern Foreign Languages
to start September 2023



The School

West Buckland is a school founded in 1858 intended to offer an excellent education based on Christian values. It stands in nearly 100 glorious acres of North Devon biosphere, close to surfing beaches and surrounded by countryside. The area is listed World Class by Nature and West Buckland counts itself as a school offering a world class education. We think you will like it here.

The school's buildings and facilities have developed steadily throughout its history and, in recent years, over £14m has been invested in outstanding facilities. These include an excellent sports complex, including the *Jonathan Edwards Sports Centre*, and the award-winning *150 Building*, which includes the Art, Design and Technology Departments and a Theatre. *Parker's*, a seventy bed, Sixth Form boarding house and *The Michael Morpurgo Library*, a state of the art building comprising of study facilities, library and resource centre, opened in autumn 2015. More recently we have added a new café, Personalised Learning Department and Potbury Theatre.

The school is co-educational and has grown considerably in recent years. In total there are just under 650 boys and girls aged, 3 to 18 years, with 160 in the Sixth Form and 150 weekly and full-time boarders. The school has its own co-located, Preparatory School and Nursery, for pupils aged 3 to 11.

Academic standards at the school are high and, for many years, West Buckland has been one of the most consistently high-performing schools in the South West at GCSE and A-level. A-level results typically exceed 75% A* to B and at GCSE over 50% of grades are A* and A. Perhaps more importantly we prize what our students become, not what they get. At the school we provide excellent university guidance and considerable emphasis is placed on extra-curricular activities, with a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.



Job Description

Heads of department are responsible for leading all aspects of the learning and teaching of their subject in the Senior School, and effective departmental management. They should advise the Headmaster and Deputy Head Academic on all issues affecting the department. Wherever practicable, heads of departments should have two periods of non-contact time (more for larger departments) to assist them in carrying out their responsibilities, however, this is contingent upon departmental size.

All teachers, including those who hold other additional positions, also carry out the role and responsibilities of an assistant teacher, including acting as a tutor (see separate document).

The responsibilities of a head of department, which should be shared with members of the department, include the following:



Leading the department by maintaining a focus on teaching and learning, in particular:

- ensuring there are high standards of teaching which meet the needs of all pupils studying their subject
- contributing to the continuing professional development of members of the department (including those who teach a part timetable) by participating fully in the school's professional development procedures including learning walks, device use, lesson observation, departmental reviews and support conversations. Such professional development also includes the creating of appropriate opportunities for colleagues to take the lead on aspects of the department's work
- contributing to the induction of new members of the department in departmental issues, and liaising with SLT over induction of new staff in whole school matters
- encouraging attendance at professional conferences and meetings
- introducing appropriate technological aids to learning and teaching and ensuring they are used effectively
- maintaining departmental schemes of work and ensuring they are delivered effectively to the students
- developing departmental marking and assessment policies, and ensuring that marking is consistent with school and departmental policies
- ensuring that prep is regularly set, is appropriate to the needs of the pupils, and is in accord with school policy
- arranging extension and enrichment activities to promote the subject beyond the classroom and in so doing liaising with the Head of Academic Aspiration
- ensuring there is liaison between the Prep School and the Senior School in areas of mutual interest, including schemes of work.
- engaging with West Buckland enterprises for example through support offered for revision camps and/or international online courses
- providing a full annual report on the performance in public examinations of the department's candidates and departmental development plan to the Headmaster and Deputy Head Academic. Tracking pupil performance within the department and using the information to bring about improvement where possible
- maintaining a regular scrutiny of pupils' work within the department
- writing Higher Education academic references within the agreed timeframe and deadlines
- providing ad hoc advice to the Deputy Head Academic, tutors, and others regarding the academic progress of students. Providing ad hoc advice to parents and keeping a record of such advice as appropriate

Ensuring the department is managed effectively by:

- maintaining an up-to-date departmental handbook
- supervising the departmental technician if appropriate
- disseminating information from heads of departments', examination boards and other meetings
- consulting with members of the department, where appropriate, over issues to be discussed at forthcoming Heads of Departments' meetings
- holding regular departmental meetings supported by an agenda, with minutes readily available to members of the department
- liaising with the Examinations Officer to ensure the proper administration for internal and external examinations including checking, and being available to offer advice about, A-level, BTEC, IBCP and GCSE results. This requires checking and responding (if required) to email on a daily basis during the period of results until return to school
- administering the departmental budget according to bursarial policies
- ensuring that the fabric of the department is kept in good condition and advising the Bursar and Maintenance Department over matters of concern. This includes adjacent corridors, circulation and communal areas
- advising the Headmaster and Deputy Head Academic on issues relating to the accommodation, staffing and resources in the department
- ordering and allocating equipment and materials for the department
- implementing the school's Health and Safety Policy in the department

Marketing the Department by:

- ensuring the provision of up-to-date information for pupils on options at GCSE and A-level, and on the school website, and that the department is contributing to the advice available in school on higher education courses, and on careers related to their subject
- ensuring there are frequently changed, good quality display of students' work, posters, articles, higher education information and other stimulating, subject based material, in the department
- performing outreach activities in support of school admissions where opportunities are identified, or assistance is requested

The Interview

Interviews will be held week commencing 20th February 2023. Candidates invited for interview will be shown around the school and meet with key members of staff. Candidates will be required to teach a lesson whilst being observed. Details of this will be discussed with the candidates some days beforehand. There will be a series of interviews with the Headmaster and other members of the Senior Leadership Team and the current Head of Department. The details of West Buckland School's generous salary scale will be discussed at interview.

Applications

The application should include a completed application form, full curriculum vitae, including the names and addresses of two referees, one of whom must be your current or most recent employer. Letters of application should be addressed to: The Head, Mr Phillip Stapleton, and sent to the following address by midday on Friday 10th February:

HR
West Buckland School
Barnstaple
Devon
EX32 0SX
recruitment@westbuckland.com

Applications may be emailed and it is not necessary to also send a copy by post. Further information may be found on our website at www.westbuckland.com

Safeguarding Policy Statement

West Buckland School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to our safeguarding policies and procedures. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Safeguarding questions will be asked to all candidates during the interview process”.

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



West Buckland, Barnstaple, North Devon, EX32 0SX

Tel: 01598 760000 www.westbuckland.com