



Head of German

(Maternity Cover, to commence on Monday, 25th April 2022)

Background

King's Rochester is a co-educational, independent school with 640 pupils between the ages of 3 & 18, including 60 boarders. King's is formed of a Nursery/Pre-Preparatory School, a Preparatory School and a Senior School. The Preparatory School provides for pupils between 9 & 13, and consists of 220 boys and girls. The size of the school creates a strongly supportive, friendly atmosphere with an emphasis on excellent academic results within a full and rounded co-curricular programme.

The school is situated in the most historic part of Rochester, adjacent to the Cathedral and Castle. Rochester is 35 minutes from London on the high-speed rail link and enjoys excellent road connections to other parts of the country. The school has a long heritage, having been founded in 604 AD and is part of the Cathedral Foundation. While candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the School and in particular its moral values.

Key areas of responsibility:

Leadership

- To be responsible for the strategic direction of the subject within the School; to develop a highly positive profile and reputation, to promote it throughout the School and to provide a point of contact for all subject related matters
- To provide support for subject teachers in dealing with staff, students, parents and exam boards
- Attend Heads of Department meetings
- Provide written reports to the relevant line manager
- Prepare an annual subject report and attend the follow up review meeting with the Principal
- Produce and implement a Subject Development Plan, in line with the School's Strategic Plan

Staffing

- Planning and coordinating current and future staffing requirements, assisting with timetable allocations and rooming in conjunction with the Deputy Head, Academic
- Managing technical support
- Ensure that appropriate work is set in cases of staff absence
- Identifying CPD needs and keeping abreast of INSET opportunities within the subject

Curriculum and Assessment

- Strategic development of the subject, including new qualifications and changes to the examinations system
- Overseeing the production of Schemes of Work & Programmes of Study and reviewing their appropriateness to the needs of learners, adapting and updating them accordingly
- Monitor student progress, through academic target setting and monitoring within the subject and work closely with House Tutors, Housemaster/Mistresses and the Deputy Head, Academic
- External examination administration with the exams officer, to include controlled assessment organisation and the moderation of coursework
- Overseeing the setting and marking of school examinations & assessment tasks
- Ensuring that public exam entries are accurate and all external coursework and moderation is carried out in accordance with exam board stipulations, in consultation with the Exams Officer
- Developing curricular and co-curricular links between the Preparatory and Senior Schools (where appropriate)
- Ensuring consistency, quality and punctuality of interim and full reports and UCAS references
- Ensuring identification and provision of extension for the most able and support for the least able
- Establishing and developing links with local schools
- Developing and maintaining links with university departments
- Providing subject specific advice to students on university applications, personal statement writing and interview practice
- Attending all relevant Parents' Consultation evenings and be 'on hand' to provide advice on both A level and GCSE results days to support students, parents and staff

Policies and Resourcing

- Maintaining a Departmental handbook
- Reviewing, developing and ensuring consistent application of all academic policies to include assessment and marking
- Ensuring that school-wide policies are applied consistently
- Organisation, storage and ordering of teaching and learning resources
- Submitting an annual academic budget and manage the departmental account
- Planning and oversight of all trips/co-curricular provision within the subject

Marketing

- Marketing the subject to both internal and external students and parents through the organisation of and attendance at taster and open days, information evenings and external events
- Ensuring a strong subject presence on the school website, VLE and other school and external publications

As a Teacher and Head of Subject:

Departmental Policy, Administration and Resources

- To be conversant with departmental aims and objectives, schemes of work, external syllabuses, and assessment and reporting policy, and to share in departmental administration and policy-making
- To manage efficiently, and take good care of, departmental resources entrusted to the subject teacher's care

Teaching, Assessment, Recording and Reporting

- To plan and teach lessons in keeping with the departmental scheme of work and public examination syllabuses
- To set homework in accordance with the homework timetable, and check that it is being completed efficiently by all pupils
- To monitor pupils' progress by regular marking, testing and record keeping and liaise with the Academic Support department where necessary
- To write reports in keeping with the school's reporting system and the departmental policy and to attend parents' meetings as required
- To promote sound standards of punctuality, discipline and work within teaching groups, utilising the school sanctions and rewards system when necessary

General Responsibilities

- To maintain good order and discipline among pupils and safeguard their health and safety both on the School campus and on organised events outside school
- To supervise, as required, groups of pupils engaged in private study, and the classes of absent staff
- To attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time
- To carry out, in an efficient manner, a share of routine duties in accordance with published rotas

Pastoral responsibilities

- To act as a House Tutor
- To deliver CPSHE to a tutor group
- To attend assemblies
- Contact parents as and when required
- As a tutor, to write pastoral reports when required
- Attend meetings with parents as and when required
- Attend parents' evenings as and when required
- Liaise with Medical, Academic Support and any other professionals as and when necessary

Co-curricular Responsibilities

- To support the school's extensive co-curricular programme

Whole School Responsibilities

- To assist in the promotion of the School's reputation and in marketing activities as required
- To adhere to all the School's Policies
- To carry out any additional task reasonably required by the Principal

Person Specification

	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Bachelor's degree or above in relevant subject area; 	<ul style="list-style-type: none"> • Recognised teacher qualification status;
Specialist knowledge and skills:	<ul style="list-style-type: none"> • A highly talented practitioner of your subject; 	<ul style="list-style-type: none"> • Experience of working in a boarding school. • Demonstrate a keenness to undertake continuing professional development.
Skills and Abilities	<ul style="list-style-type: none"> • Maintain high standards of teaching and learning; • Enable students to deliver strong academic results; • Maintain positive relationships with colleagues, students and parents; • Experience of teaching German at Key Stages 3 & 4. 	<ul style="list-style-type: none"> • Experience of participating in overseas trips. • Experience of teaching German at Key Stage 2
Personal Qualities	<ul style="list-style-type: none"> • Actively support the ethos of King's Rochester. • A commitment to the holistic development of students through involvement in co-curricular and pastoral activities; • The ability to establish good working relationships with a wide range of people including students, parents, and colleagues. 	<ul style="list-style-type: none"> • Demonstrate a keenness to undertake continuing professional development.

Salary

The salary will be on the King's salary scale (which is an enhanced version of that used in the maintained sector) according to qualifications and experience.

Child Protection

King's Rochester is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and a satisfactory enhanced DBS check.

Method of Application

Applications with a completed application form, covering letter and CV (optional), should be sent as soon as possible to Mrs Aije Barnes, HR Manager, King's Rochester, Satis House, Boley Hill, Rochester, Kent ME1 1TE, or by email to recruitment@kings-rochester.co.uk

The closing date for applications is: 4 pm on 27th January 2022
Interviews will take place on: 3rd February 2022

King's Rochester is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Candidates will be expected to undergo Child Protection screening appropriate to the post including Disclosure and Barring Service checks and allow checks on their background and identity, including checks with past employers and suitable referees.

The appointment will be conditional upon successful outcomes of these checks and also on successful Enhanced DBS and Children's Barred List checks.

The School has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.