

Position : **Head of Languages**
(Mandarin/ German/ French)

Reports to : **Private Education Director (PED)**

Location : **Petaling Jaya**



Council Of Education

Description:

The Head of Languages is responsible for curriculum leadership and resources. In line with the strategic direction of the Wesley Methodist School, this role will further expand the school's education commercial interest through the enhancement of its existing educational programmes, where schools offer a comprehensive academic curriculum alongside having students achieve fluency at varying levels in a different language.

Principal Duties:

- To develop, in consultation with the relevant stakeholders of the school and the Council (HQ) a broad and balanced range of relevant courses / modules which stimulate students' interest and engagement in learning, and are appropriate to the needs of the student.
- To develop and lead on the internationalism aspect of the school and create a wide range of opportunities for the students including language exchanges and extra-curricular activities as well as cross-departmental projects and initiatives.
- To oversee curriculum development, including the development of appropriate syllabuses, resources, schemes of work, teaching, assessment and marking policies
- To be aware of national, regional and local developments, including content, teaching practice and methodology.
- To maintain accreditation with the relevant examination and validating associations/ bodies.
- To encourage collaborative projects in conjunction with other departments within and beyond the learning area, and outside the school's formal timetable involving where appropriate

Preferred Skills & Qualifications:

Experience in teaching/management in Government schools

Requirements:

- Bachelor's or Master's degree in Education
- Excellent written and verbal communication skills
- Proven experience in education management
- Experience in Technical Vocational Education and Training (TVET)
- Experience in inter-changes with National and Local Authorities
- Strong project management, multitasking, and decision-making skill
- Willingness and ability to travel