



Twickenham Preparatory School

Nurturing, Inspiring, Achieving Success

Candidate Information Head of French



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Introduction

Twickenham Preparatory School (TPS) is an independent, coeducational, day school for children aged 4 - 13, situated in South West London.

TPS has a reputation for being nurturing and pastorally strong with high academic standards and a broad curriculum. The School was established by a minister in the Church of England in 1969 on Twickenham Green and moved to its present site in Hampton in 1991.

There are currently about 280 pupils at the School with two classes in each year group from Reception to Year 6 and single classes in Year 7 & 8. All of our girls leave at 11, mainly to independent day schools in the locality, whilst the majority of our boys stay until 13 and sit Common Entrance for a wide variety of independent Senior Schools. Numbers at the School are high with strong interest and waiting lists for entry.

The School has excellent facilities including a modern, bright and colourful Pre-Prep, landscaped play areas, well-resourced subject rooms and a modern Music and Art block with dedicated facilities.

Sport plays an integral part of life at TPS, and is further enhanced by access to excellent local sports facilities. Our pupils enjoy regular fixtures in rugby, football, cricket, netball, hockey and rounders, and teams compete in local and national tournaments.

TPS are proud of their pupils' success nationally in chess and Think Tank, an innovative thinking programme. The School is currently IAPS National Chess Champion in the U11 and U13 categories. In addition for the past four years we have held the National Champions title in thinking skills, which has enabled TPS pupils to compete in Mind Sports with pupils from all around the world at the International Mind Lab Olympics.

Staff are experienced, caring, enthusiastic and committed and visitors to the School often comment on the positive and friendly atmosphere that is evident throughout the School. Pupils are proud of their School and imbibe our School motto of being Calm, Courteous, Considerate and Courageous and to honour our golden rule to "treat others as you would like them to treat you."

The School's Aim

The overarching philosophy of the school is well summarised in our historical aim:

“Twickenham Preparatory School seeks to create a safe, caring and happy Christian environment in which all pupils are valued and can thrive personally, socially and academically.”



The French Department

At TPS, every child from Reception to Year 8 is taught French because we believe that it gives our pupils a good opportunity to acquire language learning skills from the earliest schooling age. Starting with games and songs for Reception pupils, French-teaching develops through role-play, basic conversation and pronunciation activities at Pre-Prep. Pupils from Year 3 and above then develop their linguistic skills through conversation, oral activities, 'everyday French' role-play, reading and writing. By the time they leave TPS, pupils are equipped with a solid linguistic structure upon which they can further their study.

Pupils in Pre-Prep begin with one lesson of French per week. From Year 3 this increases to two lessons with Year 4 being allocated two lessons per week with an additional lesson on alternate weeks. Years 5 and 6 have three lessons per week and in Year 7 and 8 there are four lessons where the classes are also split and are taught by two teachers who work in parallel to prepare the pupils for the ISEB 13+ Common Entrance Exams.

In recent years, the French Department has developed links with a bilingual school in Clapham, working collaboratively to organise joint events at our respective schools, and has organised workshops at the Institut Français in South Kensington, our Year 6 pupils also have a wonderful opportunity to visit France for a residential trip in the summer term.

Application Process

All candidates are required to submit the following:

Completed application form: and

Supporting statement: *Please give your reasons for applying for this post and say why you believe you are suitable for the position. Describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post (handwritten preferred).*

Completed forms can be submitted electronically to hradmin@twickenhamprep.co.uk or by post and marked for the attention of the HR Department.

Application deadline: Monday, 19th February 2018 at 9am

Interviews to be held: w/c 26th February 2018

All prospective candidates should familiarise themselves with the following documents prior to making an application:

- Safeguarding & Child Protection Policy
- Keeping Children Safe in Education (KCSIE) September 2016
- Recruitment & Selection Policy

The School reserves the right to interview and appoint at any stage during the recruitment process.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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).

Pay and Benefits

The School offers an attractive range of benefits as detailed below.

- Teachers' Pension Scheme for teaching staff
- Life Assurance cover
- Income Protection cover
- Personal Accident Insurance
- Generous School Fee Remission Scheme
- Complimentary breakfast and lunch
- Complimentary drinks and snacks
- Generous Occupational Sick Pay Scheme
- Health Care Plan
- Employee Counselling and Advice Line
- Childcare Voucher Scheme
- Cycle to Work Scheme
- Free car parking available

