



# SprattonHall

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## *Teacher of French*

### **1. The Post**

Spratton Hall is seeking to appoint an experienced and well-qualified, part-time, permanent French specialist for September 2018 to teach French to one Key Stage 2 year group and to teach the Common Entrance course to one set in Year 7 and one in Year 8. The job is likely to fit into three days, but there may be some flexibility regarding this. Experience of teaching Common Entrance would be an advantage. Children at Spratton have lessons in French from Year 1 onwards, taught by a specialist. In Years 7 & 8 pupils are placed in one of three sets according to ability.

We are looking for someone who can play a part in the extra-curricular life of this busy and flourishing school - perhaps with Games or running an after school club.

### **2. General Information**

Spratton Hall is situated at the edge of the village of Spratton, seven miles north of Northampton, surrounded by beautiful rolling countryside. At present, there are 390 pupils in the school, 270 pupils in the Prep School (aged seven to thirteen) and 120 pupils in the Pre-Preparatory Department (aged four to six). There are two or three classes in each of the year groups in the Pre-Preparatory Department, split by age. In the Prep School, there are three forms in Years 3 to 8, with an average of sixteen pupils per form. From Year 3, pupils are placed in sets by ability for Maths and English and from Year 7 for French and Science. Other subjects are taught in one of three streams.

Spratton Hall is fully co-educational, with a roughly equal split between boys and girls. Most pupils leave the School aged thirteen, and proceed to their first choice of Senior School. The most popular destinations at present are Rugby, Uppingham, Oakham and Oundle. Over sixty pupils have won Scholarships and Awards in the last four years.

Expectations at Spratton are high and we have a happy, supportive and totally committed staff. There are at present 36 full-time teaching members of staff, 13 part-time teaching members of staff, 10 Teaching Assistants and six administrative staff, including a Bursar. Spratton is a buoyant, thriving and happy school, with healthy waiting lists for entry for the next two years and beyond.

### **3. Job Description**

- To provide a warm, inviting environment where pupils in their care can feel safe and happy. Here the pupils can develop academically, socially, emotionally and physically.
- To have an understanding of how pupils learn and how teachers can enhance progression.
- To be responsible for delivering the French syllabus as set down by the Head of Department.
- To teach French in an effective and professional manner so as to ensure the pupils learn efficiently and with interest.
- To maintain good order and discipline within the classroom so that the pupils feel happy and secure and are able to work.

#### ***Planning and Preparation***

- To have an understanding of the National, Common Entrance and Spratton Hall Curricula.
- In conjunction with the Head of French to prepare long, medium and short term plans, appropriate to the needs of the pupils and developing them in such a way that the pupils find activities stimulating.
- To work and plan as a member of a team.
- To meet regularly with the other members of the department to plan year Schemes of Work.
- To produce differentiated work, as required, to cater for the varying abilities.
- To liaise with support staff and Head of Learning Support to discuss individual needs and programmes of work.

#### ***Classroom Organisation***

- Organise the classroom in such a way that a calm and stimulating working environment is encouraged.
- To ensure that appropriate resources are available/ready for each lesson and that these resources are in good condition.
- To ensure that the classroom is kept tidy and that the pupils are encouraged to treat property with respect.
- To provide resources that are accessible to the pupils in order to encourage their independence.
- To mount displays of pupils' work and other information attractively, labelling where appropriate.

#### ***Recording***

- To follow school and department practices.
- To mark work promptly and keep accurate records.
- To complete half termly grades and termly reports.

#### ***Safety***

- To be aware of the school's guidelines on the supervision of pupils, before and after School, wet play times and school guidelines on fire procedure (see Staff Handbook).
- To follow School Health & Safety procedure.

#### ***General Duties***

- To promote and enforce School rules in all areas of School life.
- To be a good role model.
- To be welcoming towards parents.
- To communicate and co-operate with persons/agencies outside the School as necessary.

- To attend relevant staff meetings and INSETS and any other meetings as deemed necessary by the Head Master.
- To meet with parents to discuss pupils' progress and on other occasions if there are concerns.
- To carry out lunch, playground and car park duties on a rota system.
- To attend School functions, such as Prize Giving, Parents' Evenings, church services and concerts
- To become fully involved in life at Spratton.

#### ***Personal Attributes***

- Experience as a successful teacher, or those newly qualified, are welcome to apply
- Excellent administrator and organiser, as well as showing versatility, innovation and adaptability
- Ability to relate well to colleagues, pupils and parents and communicate effectively with them
- Enthusiasm, drive and initiative and a genuine interest in all areas of School life
- Good knowledge of IT
- To contribute fully to the life of a busy prep school and be very much a team player.

#### **4. Conditions of Service**

Spratton Hall has its own salary scale, which is above National Scales. The salary of the person appointed will be dependent on experience, but it will reflect the nature and importance of the post. A very generous school fees discount is offered to children of members of staff.

#### **5. Extra-Curricular Activities and Games**

All staff at Spratton Hall are expected to play a full part in the busy extra-curricular life of the School. Many clubs and activities take place at the end of the School day, and although we are a purely day school, the working day in effect runs from 8.15am until 5.30pm.

#### **6. Induction**

Spratton Hall has an Induction programme for Newly Qualified Teachers, which is recognised by the DfE. It is a misconception that NQTs cannot fulfil their Induction year in an Independent School. This is **not** the case, and NQTs are welcome to apply for this post allowing them to gain Qualified Teacher Status.

#### **7. Applications**

Completed application forms, together with a brief letter of introduction, should be sent to the Head Master, Mr S J S Clarke (c/o Mrs L Parkes) by Friday 23<sup>rd</sup> February 2018. A curriculum vitae is not required but may be included if you wish to do so. Interviews are likely to take place on Monday 5<sup>th</sup> March.

The School is committed to safeguarding and promoting the welfare of children. The successful applicant must be willing to undergo child protection screening including checks with past employers, the DfE and the DBS.