

NEW COLLEGE SCHOOL

OXFORD

part-time

FRENCH TEACHER

(approx. 50%)

for

September 2018

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NEW COLLEGE SCHOOL

APPOINTMENT OF A PART-TIME FRENCH TEACHER

Information for Applicants

Applications are invited from graduates in French/Modern Foreign Languages for the **post of part-time Teacher of French (approx. 50%)** to teach Years 6-8at New College School from September 2018. The post would equally suit a graduate wishing to train in post, or a newly-qualified teacher, or an experienced teacher.

**New College School** is an independent day school for boys aged 4-13. The Headmaster is a member of IAPS (The Independent Association of Prep Schools). New College is one of Oxford's oldest and best-known Colleges; the School is situated close to and is owned and governed by the College as an integral part of its operation. Some 20 of the School’s current pupils are the internationally-renowned New College choristers.

In 1379, when William of Wykeham founded the School, it was within the walls of the College of St Mary Winton in Oxenford, now called New College. The original foundation provided for the education of sixteen choristers under one schoolmaster. The School has expanded somewhat since then and moved to its present site in 1903.

With the support of the College, there has been a programme of continuous development of buildings and facilities, ensuring the School embraces the best of latest educational thinking whilst remaining true to its traditional standards and values. Over the last few decades, new buildings have been added to provide an array of excellent facilities. Most recently, developments have included the provision of iPad ‘hubs’, a complete refit of the Science laboratory, a new library and media room, a purpose-built sports hall, which upstairs houses an art room, music room and IT/music technology suite.

The School uses nearby New College playing fields for sport and the astro-turf pitches of the University. New College Chapel is used for school services and pupils of all ages regularly have access to the College to enrich their learning with visits to the buildings, archives, gardens and neighbouring laboratories as well as attendance at special events. All the facilities of collegiate and civic Oxford are within very easy reach and provide boundless opportunities for pupils and teachers.

The School is a small and friendly community of some 160 pupils. The majority of pupils goes on to the major independent schools in Oxford and some to boarding schools further afield. Apart from its strong academic standing, the School’s complementary focus on music, the arts and sport is notable. All boys have the opportunity to develop their potential and a wide variety of talent emerges and is celebrated.

There is a standard allocation for the core areas of the curriculum and this is supplemented by a good measure of creative and sporting activity. The core curriculum taught throughout the School consists of English, Mathematics, Science, History, Geography, Religious Studies, French, Computing, Art, DT, Music and Sport and PSHCEE. Specialist teaching in Art, French, Games and Music is provided right from the start of the Pre-Prep and boys enjoy the variety of moving around the School to specialist areas. In the Prep School, boys aged 7-9 in Years 3 and 4 are still taught a good number of subjects by their form teacher, but some further specialisms are introduced. From Year 5 onwards, pupils are taught by subject specialists and Latin is started; Greek is offered from the age of 11. In Years 7 & 8 pupils work towards the Prep School Baccalaureate, in preparation for their chosen senior schools. Year 8 is divided into a PSB class and an academic scholarship class.

All boys are allotted two afternoons, or the equivalent, for sport and the optional Saturday Morning Music School, run by the music staff, offers small ensembles, theory practice and school orchestra. The lunchtime activities programmeruns four days a week and pupils may choose from a variety of options covering sporting, cultural, intellectual and practical pursuits.

Although the School’s and College’s foundation informs our values, there are no denominational restrictions and boys of all faiths and backgrounds are welcomed. In this spirit, formal assemblies for the prep school are held each morning, touching on a variety of spiritual, moral and ethical matters. The School and College Chaplain supports the work pastoral work of the School.

Oxford and its surroundings need little introduction. Oxfordshire is a very congenial place in which to live, with first class cultural, intellectual and social amenities and the close proximity of delightful countryside. The rail and motorway networks provide quick and easy access to London and much of central and southern England.

**The post** offers the opportunity to engage with lively young minds in a friendly community. It requires a teacher who can enthuse pupils about the subject and is able to develop their confidence in a key area of the School. The successful applicant will have an excellent command of his or her subject and be able to teach French up to Scholarship level. He or she should also be able to offer a second modern foreign language and to be prepared to develop this initially through the lunchtime/after school activities programme.

There is a dedicated French room, excellent interactive, digital and textbook facilities, and the timetabled French allocation is supported by regular homework.

This is an exciting opportunity for a dynamic and knowledgeable teacher to make a strong and committed contribution. We are looking for a candidate with a love of the subject, a collegial attitude and an enthusiasm for the ethos and aims of the School. The successful applicant would be eligible to be a form tutor. The ability to help with or support Games would also be welcomed, according to individual interests.

The atmosphere within the School is congenial and supportive: traditional teaching practices and new learning initiatives sit happily together and there is a thoughtful emphasis on professional development. All staff are expected to be able to use IT in their teaching and administration.

The School day for teaching staff runs from 8.00am to 4.00pm from Monday to Friday with the expectation of some break duties and a contribution to the activities programme. Mid-morning coffee, tea and lunch are provided. In addition, teaching staff are expected to be available for a weekly staff meeting, for parents’ evenings and for some social occasions for parents.

New College School has its own salary scale which is set above the current maintained sector scales. The post is pensionable and contributions are paid to the Teachers’ Pensions Scheme. Private healthcare is also included for teachers and their immediate family. Members of staff may educate their sons at the School at concessionary rates, subject to the assessment requirements being met. There is a possibility of school accommodation.

All teachers at New College School commit themselves to contribute fully to the life of the School in and outside the classroom and are expected to promote the spiritual, moral, social, cultural, academic and physical development of all pupils in the School. Other particular duties include:

* Keeping up-to-date with developments of the subject particularly having regard to matters relevant to the primary and prep school curriculum.
* Teaching within the allotted age range and developing the curriculum to meet good current practice.
* Encouraging all pupils to achieve their potential and giving extra help if required in accordance with appropriate syllabuses and schemes of work to maximise pupil progress.
* Being responsible for the construction, revision and development of schemes of work. Preparing lessons, ordering books and other resources needed and setting homework tasks in accordance with school requirements.
* Maintaining good classroom discipline having regard to the behaviour policy of the School.
* Assessing pupils’ work, keeping full records of pupils’ marks, oral contributions and test results.
* Setting appropriate formal targets for pupils.
* Conducting internal examinations: setting papers, invigilating and marking for subjects taught.
* Using ICT both within the curriculum and in administration.
* Contributing displays in classes taught and on display boards in corridors.
* Fostering an interest in subjects taught by arranging educational visits, fieldwork, lectures, etc.
* Taking note of the special educational and health needs of individual pupils, following advice from the Learning Enrichment Co-ordinator and School Office.
* Referring concerns about the performance of pupils to the relevant form tutor. Contributing to discussions of individual pupils or giving written advice on request from form tutors or the Headmaster.
* Following all whole school policies as set out in the Staff Handbook.
* Observing school policy on health and safety requirements ensuring that they are implemented appropriately at all times.
* Carrying out supervisory duties in accordance with the School’s staff duty rota and cover for absent colleagues as appropriate.
* Being available to act as a Form Tutor.
* Contributing to the extra-curricular life of the School.
* Attending assemblies, school parents’ evenings, services, prize-giving, open days, concerts and other similar school functions.
* Attending staff meetings, INSET sessions and any other meetings required for the discharge of duties.
* In the first year at NCS, following the induction programme and advice of the Professional Tutor.
* Participating in the School’s Performance Management Scheme.
* Conforming to the disciplinary code of the School.
* Developing and maintaining good relationships with parents and the local community.

**New College School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Safeguarding Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & Confidential for the Headmaster’. The successful applicant must obtain Barred List clearance and DBS clearance at enhanced level.**

**Application forms should be accompanied by a brief covering letter addressed to the Headmaster, Mr Robert Gullifer, and should be sent to Mrs Dee McCusker, Head’s PA, New College School, Savile Road, Oxford, OX1 3UA** [**office@newcollegeschool.org**](mailto:office@newcollegeschool.org) **no later than Tuesday 30th January. Interviews will take place on Tuesday 6th February.**