HEAD OF FRENCH

Required for September 2018 or January 2019

We are looking to appoint an outstanding teacher to run the French Department at this leading independent boys’ day school, either from September 2018 or January 2019.

The successful candidate will be very knowledgeable, organised, energetic and ambitious. The post would suite a teacher with leadership potential or leadership experience who is passionate about their subject.

A competitive salary is offered, above that of the maintained sector. A willingness to contribute to the extra-curricular life of the School is essential.

For further information or to apply for the role please refer to the School website where a job description, person specification and application form can be found: [www.johnlyon.org/vacancies](http://www.johnlyon.org/vacancies)

Completed applications should be returned to [recruitment.academic@johnlyon.org](mailto:recruitment.academic@johnlyon.org)

Please be aware that CVs alone will not be accepted.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

**Closing date for applications: 12:00pm on Monday 21st May 2018.**

The School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The John Lyon School is an equal opportunity employer.

HEAD OF FRENCH

JOB DESCRIPTION

ABOUT JOHN LYON

Founded in 1876 as an independent day school for local boys, John Lyon is one of the top independent day schools for boys in the UK. We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our students. Our ethos is to treat every boy as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside the classroom. The School has consistent excellent results with ‘value added’ at all levels, GCSE and A-Level.

The School campus is spread across six buildings in Harrow-on-the-Hill and is part of John Lyon’s Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



THE DEPARTMENT

French is a highly respected subject at the School, with a strong track record of success. The department expects all boys to achieve high grades, and in August 2017, 74% of GCSE candidates secured A\*-B grades. Although there were no A-Level French candidates in 2017, there is currently one set in both the Upper and Lower Sixth. The School is looking for a candidate who will further develop pupil recruitment at A-Level. The WJEC Eduqas specifications are followed at GCSE and A-Level.

The department runs a popular French Club and also a French Excellence Society, enabling boys to practise and extend their language skills and knowledge of French culture. There is also an annual trip to Paris for boys in Year 7.

The department is well-resourced with a dedicated language lab and two teaching rooms. There is a skilled Language Assistant and the department is staffed by three qualified French teachers. The successful candidate will teach all aspects of the GCSE and A-Level French specifications to a high standard. We have many keen students with high levels of proficiency for whom you will be able to develop bespoke learning programmes.

PRINCIPAL RESPONSIBILITIES

The Head of French reports to the Director of Studies specifically for the leadership and development of French throughout the school, ensuring that each pupil is positively encouraged to develop his potential to the full. The Head of French will be expected to work closely with colleagues in the department and across other curriculum areas. All staff are expected to contribute to the School’s co-curricular and extra-curricular programmes.

**SPECIFIC RESPONSIBILITIES INCLUDE:**

* leading the French Department and oversee the delivery GCSE and A-Levels;
* planning, implementing and reviewing the French curriculum;
* delivering inspirational teaching of French with the use of innovative resources;
* attending and contributing to Heads of Department meetings;
* ensuring that assessment is both regular and thorough and that full records of pupils are kept;
* leading regular departmental meetings, minuted to SMT;
* representing the department within the school in matters relating to the curriculum and management;
* cooperating with senior staff in developing links with feeder schools;
* liaising with senior staff in matters concerned with discipline and matters relating to the timetable.
* implementing the ongoing development of the subject area;
* delivering a subject-specific Oxbridge programme;
* contributing to the school’s UCAS programme through the preparation of subject-specific paragraphs for references;
* provision of extension activities, such as for the Excellence Programme;
* providing appropriate support for SEN pupils;
* providing academic support outside of lessons, such as revision classes;
* bidding for and running the departmental budget;
* overseeing the development and training of staff in the department and supervision of departmental staff;
* managing the provision of textbooks and resources;
* ensuring Health and Safety guidelines are followed;
* organising and attending field trips for A-Level students as required;
* trialling new experiments;
* delivering super-curricular extension activities for the subject such as extension classes and external events;
* ensuring that departmental classrooms present a stimulating environment;
* providing information on Public Examination entries to the Examinations Officer;
* being available to provide advice and guidance on Examination Results Days;
* implementing all school policies;
* contributing to the spiritual, moral, social and cultural development of pupils.

**ADDITIONAL SPECIFIC RESPONSIBILITIES:**

* to oversee the progress and stocking of the French section of the library, working closely with the librarians over the purchasing of new books;
* to organise trips and activities to enhance the teaching and learning of French within the school;
* to be available as a tutor to an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor.

**GENERAL DUTIES OF TEACHING STAFF:**

* to carry out a share of supervisory duties and detentions in accordance with published schedules;
* to participate in appropriate meetings with colleagues and parents relative to the above duties;
* to contribute to PSCHE programme when required;
* to attend whole School events such as Open Days, Speech Day etc;
* to provide cover and examination assistance as required.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

Please note that whilst the job description covers the anticipated role, it is expected that it will be tailored to suit the strengths of the successful applicant.

PERSON SPECIFICATION

In making an appointment at the John Lyon School we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

* is suitably qualified for the responsibilities of the post;
* will inspire and energise pupils to develop their own love of learning beyond the classroom;
* is keen to inspire pupils and teachers to embrace new technologies;
* has the ability to use tracking data to monitor pupil and staff performance and to raise standards;
* has the ability to provide support, advice and guidance to colleagues;
* has experience of preparing students for Oxbridge level study;
* has good interpersonal and communication skills with pupils and colleagues;
* has good listening skills and respect for all pupils;
* has the ability to form relationships and to motivate pupils;
* can demonstrate high standards in the necessary professional competencies required of teachers:
  + *subject knowledge and application*
  + *classroom management*
  + *assessment, recording and reporting students’ progress*
  + *teaching effectively throughout age and ability range;*
* has confidence to lead, inspire and contribute their own ideas and initiatives to the department;
* is willing to be involved in the wider activities of the School;
* has a commitment to personal and professional development;
* has a sense of humour and the ability to remain calm under pressure.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom (s)he is responsible, or with whom (s)he comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, (s)he must report any concerns to the School’s Designated Safeguarding Lead.

This position is subject to an ENHANCED DBS certificate in the event of a successful application. Copies of the School’s Code of Conduct and Policy on the Recruitment of Ex-Offenders are available from the HR Department.

In accordance with the Health and Safety at Work Act 1974 all employees have a duty to look after their own and others’ health and safety. The John Lyon School is an equal opportunity employer.