



FRENCH TEACHER

PERMANENT, PART TIME

September 2018

CANDIDATE INFORMATION PACK



Closing Date for Applications: 9.00am on Monday 19 February, 2018

Interviews: Thursday 1 March, 2018

HAMPTON PRE-PREP & PREP SCHOOL

Hampton Pre-Prep & Prep School is a selective, independent day school for approximately 225 pupils across two sites. The Pre-Prep is accommodated in its own attractive Edwardian buildings in Wensleydale Road and the Prep site, on Gloucester Road, has recently been completely rebuilt. We moved into our state-of-the-art new Prep facilities just over two years ago.

Hampton Pre-Prep & Prep welcomes applications from colleagues teaching in both the state maintained and independent sectors for this permanent, part-time position teaching French at our School. Although from September this year we will be teaching French to all boys in Years 3 – 6, the successful candidate will assume responsibility for teaching French to Years 4, 5 and 6 only. There are two forms per year group and each form has two French lessons per week. Lessons last 40 minutes at our School, and one non-contact lesson per Year group is included in the calculation for the remuneration of this part-time post.

Hampton Pre-Prep & Prep is one of the two Schools that constitute The Hampton School Trust, Hampton School being the other. Terms and Conditions for all Trust employees, Prep teaching staff included, are excellent. Expectations, both internal and external, are high. Teachers here are required to work hard and to go the extra mile to ensure that the potential of all the boys in their care is completely fulfilled.

As an independent school we are not obliged to teach the National Curriculum, however much of what we do is heavily based upon it. As far as our French teaching is concerned, we have our own unique Schemes of Work, much of which are currently centred around the texts *Alex et Zoé et Compagnie* (books 1 & 2). We have the privileged freedom to enhance our curriculum offer as we see fit. As a school reflective of its practice we work hard to ensure we are always making the most of this gift, and how this affects the teaching of French is included in this. Above all, we want our pupils to have a tremendously enjoyable day at school, every day, certain of the progress they know they have made however large or small by the end of it.

The overall responsibilities particular to this post are subject to the general duties and responsibilities contained in the Contract of Employment and letter of appointment. The post holder's responsibility for promoting and safeguarding the welfare of children and young people 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 Policy and Procedures 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 safeguarding designated person(s) or to the Headmaster. Hampton Pre-Prep & Prep is an equal opportunities employer.

JOB DESCRIPTION

Other duties may be added to or removed from this job description, depending upon the qualifications, expertise and experience of the successful candidate.

Safeguarding

- Adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.
- Maintain particular responsibility for promoting and safeguarding the welfare of all our pupils by ensuring that the School's Anti-Bullying Policy is followed and any unkindness between pupils is resolved swiftly and securely.
- 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 pupils in the school s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster immediately.

Pastoral

- Expect and embody kindness, in terms of initiating, developing and maintaining positive relationships with everyone in our School community; accept that 'children do not learn from people they do not like'.
- Be an identifiable, professional role model for the pupils, colleagues and parents connected to our School, both within and outside the classroom.
- Be an approachable point of contact for parents and recognise that the pastoral role of the teacher extends beyond the classroom.
- Be a wise, trusted listening ear for the pupils in our School, taking any concerns they may have seriously whilst accepting that as adults we have a view that enables us to maintain a sense of perspective when resolving disputes or solving problems.
- Communicate effectively and efficiently, with the appropriate level of tact and sensitivity when required, any news or information about the pupils in their care to other colleagues, the Deputy Heads, the Headmaster and parents and maintain retrievable written records of all such communication.
- In addition to the duties undertaken to teach the academic content of French lessons, recognise that effective pastoral education is likely to occur in every lesson during the course of every day by virtue of all our actions.

Academic

- Collaborate with colleagues where necessary to plan sequences of French lessons carefully, in advance of each half term and submit them to the relevant senior member(s) of staff.
- Teach French lessons, based on the School's published Schemes of Work, which are designed to ensure that our pupils always make identifiable, meaningful progress across the four skills of speaking, listening, reading and writing in French.
- Reflect upon pupils' progress and intervene in carefully considered, intelligent ways in order to address any shortfall as and when it emerges.
- Understand the critically important impact that formative assessment processes have upon pupils' progress and work in such a way as to embed them throughout the teaching and learning that takes place on a daily basis in every French lesson.
- Understand the equally important impact that effective summative assessment has upon pupils' progress and adhere to the schedule of assessments planned throughout the academic year, if ever they are relevant to French.
- Produce written reports of pupils' progress that identify what has already been achieved but also sets out the next steps each child needs to take, in line with published deadlines and guidelines.

General

- Arrive at school sufficiently in advance of the timetabled start of lessons or planning & preparation time in order to ensure arrangements for French lessons for the day ahead are complete.
- Register, when required, the attendance of pupils and ensure they are well organised and well equipped to meet the demands of each French lesson.
- Be prepared, in good grace and when not required to teach timetabled French lessons for any reason, to cover for colleagues in their absence as would be reasonably expected.
- Be prepared to consider participating in, and indeed organising if required, residential trips for pupils in the Prep that will certainly involve a number of nights away from home at least once a year; there would be some additional remuneration for this responsibility.
- Attend staff meetings and staff CPD sessions at the beginning of each term, as a minimum requirement.
- Take a proactive approach to continuing professional development by maintaining a highly reflective view of their practice and participate in the School's Professional Development Review process.
- Contribute to and work towards fulfilling the aims of *The Higher Document*, our name for the School Improvement Plan.
- Read and follow all School policies relating to the fulfilment of the professional duties expected of a member of the teaching staff at Hampton Pre-Prep & Prep.
- Carry out any other duties as may be reasonably required by the Headmaster.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent qualification • QTS • Evidence of continuing career development 	<ul style="list-style-type: none"> • Higher degree
Experience, Knowledge and Skills	<ul style="list-style-type: none"> • Fluent French speaker, to native or near native level • The ability to develop and teach French lessons using a variety of pedagogical approaches, taking into account pupils' differing needs • A clear understanding of the difference between formative and summative assessment and evidence of the impact of both upon pupils' progress • An understanding of how ICT and related emerging technologies can support and enhance learning 	<ul style="list-style-type: none"> • An awareness of current best practice across the wider educational landscape, both nationally and internationally • Fluent speaker of another modern foreign language, to native or near native level, and qualified to teach it • Qualified to teach an ancient language (Latin or Greek)
Personal Qualities	<ul style="list-style-type: none"> • An excellent sense of humour! • A great deal of patience • Capable, calm, organised • Compassion and empathy • Resilience, stamina and drive • Confident communicator with a tangible passion for education • Flexible and creative • Tactful and diplomatic with the ability and experience to handle sensitive situations effectively • A willingness to become involved in wider school life 	

HOW TO APPLY

Applicants must complete the application form in full and provide the names, addresses, email addresses and telephone numbers of three referees. Please also submit a brief letter of application (no smaller than font size 11 on no more than two side of A4), addressed to the Hampton Pre-Prep & Prep Headmaster.

Applications will only be accepted from candidates who complete the School's Application Form **in full**. An accompanying curriculum vitae will also be accepted but will not be accepted in substitution for completed application forms. **Incomplete application forms will not be considered.**

Completed application forms must be sent to **recruitment@hamptonschool.org.uk**. The closing date for receipt of applications is **9.00am Monday 19 February 2018**, although the School reserves the right to invite candidates to interview as applications are received. The School also reserves the right to offer the post at any stage during the appointment process or not to offer the post.

Interview Schedule

Interviews will be held on **Thursday 1 March 2018**. Other dates and/or further interviews may be organised as required.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people 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 Policy and Procedures 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 or The Headmaster.

Hampton School Trust is an equal opportunities employer.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

Please note that there may be some changes and additions to the above as the appointment process develops. This document is designed to provide applicants with a 'flavour' of the position and the responsibilities involved.

ADDITIONAL INFORMATION

Non-contractual Benefits

Salary: The School has its own salary scale. Starting salary will depend on the experience and qualifications of the successful candidate. The Governors review salary scales each year to ensure they remain competitive. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

Non-contractual Benefits to Staff Pension: The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme for support staff. Further details are available from the Bursar.

Death-in-Service Benefit: In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependent(s). Restrictions apply to this policy.

Health Care: The Governors currently provide health care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Health Care policy.

School Fee Reduction: Children of teaching staff at Hampton School or Hampton Pre-Prep & Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

Cycle to Work Scheme: The School allows staff with an employment contract for 12 months or more to purchase a cycle through the "Cycle to Work" Scheme to ride to work. Further details are available from the Bursar.

Childcare Vouchers: The School allows staff access to a childcare voucher system by means of a salary sacrifice scheme. Further details are available from the Bursar.

Personal Accident Insurance: Staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

Lunch, Drinks and Snacks: Staff are provided, at no cost, with lunch, tea/coffee and light snacks throughout the day.

Sports Travel to School on Saturdays: Staff running teams can claim expenses for travel to and from School for Sports matches.

Use of Private Vehicle: Subject to a journey being approved by the Buildings Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.

Blood Pressure: The School Nurse can check your blood pressure. She is not able to give staff medical advice and staff must rely on their own adviser.

Counselling: One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required, a charge may be made.

Sports Therapy: The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

Multi-Gym: The School multi-gym is available for use by staff. Induction is required and conditions apply. The School accepts no liability for use by staff.

Sporting Facilities: Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant Games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

Parking: Staff parking on site at the Prep is permitted, on a first come first served basis.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.