



# THE BRITISH SCHOOL OF PARIS

## **Teacher of English** **Information for Applicants** *From September 2018*

The British School of Paris is a non-selective fee-paying school which caters for English-speaking children of over 50 nationalities from the ages of 3 to 18. The Senior School is situated beside a beautiful stretch of the River Seine in the western suburbs of Paris. Currently we have just under four hundred students aged 11-18 on roll. We offer an essentially British education based on high academic achievement, sporting endeavour, artistic and cultural awareness, presented within an international environment.

Small overall numbers, modest class sizes and a supportive pastoral care system mean that new pupils integrate quickly and find themselves well motivated in their work. The pupils participate in a wide range of extra-curricular activities, and they enjoy excellent results at all levels in standardised UK examinations.

Founded in 1954 as the English School of Paris, the school was owned and managed by its founding Headmistress, Mrs. Mary J Cosyn OBE, until she retired in 1980. With encouragement from the British Embassy, it was then acquired by the non-profit making Association for English Education in Paris. This Association is controlled by a Board of Governors, whose members are drawn from the British business and professional community in Paris together with members of the academic world in Britain and Europe. The British Ambassador is its Honorary Patron.

Our brand new purpose-built Junior School opened in September 2010 in close proximity to the Senior School. At the Senior School future developments in the next few years will include the renovation of the school hall and the construction of a new Technology building.

Please visit our website [www.britishschool.fr](http://www.britishschool.fr) for further information on our school.



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### **The Post and the English Department**

The successful applicant is likely to teach English from KS3 through to KS5.

The new AQA specifications are followed for GCSE English Language and English Literature. All students study English Language at GCSE; most also follow the English Literature course. Drama is an optional subject from Year 10 onwards. We currently follow the Edexcel specifications for GCSE and A Level Drama, as well as for A Level English Literature and Language and literature. One group of year 12 students is working towards iGCSE Edexcel English.

The English department is housed in bright, airy classrooms with access to interactive whiteboards. The department is supported by a thriving library and all teachers can use whole-class computer facilities as and when necessary for their teaching. All pupils and staff have iPads and we encourage the use of these wherever teaching and learning will benefit.

Our students come from a variety of backgrounds. Overwhelmingly, they are disciplined, high achieving and enthusiastic learners. Educational challenges include the high level of student turnover (in common with all international schools), the wide range of previous experiences of students and the relatively large number of EAL students who make up the pupil population. Whilst discipline issues are not a concern at the school, expectations for staff and student performance are high.

### **Application Procedure**

***N.B. All applicants must hold an EU passport or already possess a valid French work permit.***

To apply, please send a completed BSP application form, along with a current CV and a covering letter, to [recruitment@britishschool.fr](mailto:recruitment@britishschool.fr) before the closing date. Application forms are available to download from the "Employment opportunities" page of our website.

The British School of Paris is committed to safeguarding and promoting the welfare of children and young people and expects all members of its community to share in this commitment. The successful applicant will be subject to an Enhanced DBS check and will be required to provide any other relevant police checks.



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## **Interview arrangements**

If you are called to interview, you will be asked to give us permission to contact your referees and the school will reimburse reasonable travel expenses to the interview, up to a certain limit, and, where necessary, overnight accommodation costs. However, if a candidate is offered the post and declines the offer, such expenses will not be reimbursed.

Candidates invited to interview must bring with them the following original documents:-

- current valid passport, plus birth certificate or driving licence with counterpart licence, plus a proof of current address (e.g. recent posted bank or building society statement, mortgage statement, P45 or P60 Statement or a recent UK utility bill),
- all original degree certificate(s) and teaching qualification(s) along with induction certificate,
- any previous DBS checks (and any foreign checks obtained, if relevant).

## **British School of Paris Relocation Procedures**

The British School of Paris subcontracts relocation assistance for new staff arriving from abroad to an outside company. The relocation company will send them a questionnaire to complete and will then discuss their needs and preferences. At a later stage appointments will be made to visit available accommodations.

Where appropriate, the school pays for reasonable removal costs for the outward move to Paris. In the case of new staff relocating from abroad, a taxable "settling-in" allowance is paid at the start of the employment contract as a contribution towards initial costs.

## **After appointment**

The successful candidate will be invited to spend a day in school prior to taking up the post.

## **Schooling**

Children of new staff relocating from abroad may be accepted as pupils at the British School of Paris subject to the normal application procedures. According to our Staff Fee Policy, school fees for children of staff recruited from abroad are charged at 10% of the standard fee, plus 10% of the development fund. For full details of other charges, and for information on the application procedure, we will put you in contact with our Registrar.



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## **Learning French**

The School is committed to providing a wide range of In Service Training. French lessons for new members of staff relocating from abroad are encouraged and the School is willing to pay up to 1,500€ per year towards the cost of French lessons for the first two years.

## **Transport to and from School**

Employers in the Paris region cover 50% of the cost of a public transport monthly or annual season ticket to travel between work and home. To claim this contribution you will need to give a copy of your receipt and travel card ('Pass Navigo') to the BSP's accounts office.

## **Financial information**

The BSP operates its own independent salary scale which is a generous one. The successful candidate for the post will be placed on the BSP's Main Scale (or possibly Upper Scale), according to their profile and level of teaching experience.

Further financial information will be available to applicants on request.



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## Senior School Teaching Staff Job Description

*This job description should be read in conjunction with the Conditions of Employment Document as required by French law.*

All teaching staff are expected to carry out the following:

### ***The role of a subject teacher***

- To teach the subject to a high standard throughout the Senior school
- To ensure that the School's educational policies are implemented within the classroom
- To ensure that the classroom practice reflects and promotes the School's aims and objectives
- To ensure good order and discipline in the classroom
- To be responsible to the Head of Department

### ***Teaching***

- To plan and prepare courses and lessons in accordance with the Schemes of Work developed in the department
- To teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To assess, record and report on the development, progress and attainment of pupils.
- To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.

### ***Curriculum***

- To advise and co-operate with the Head of Department and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes and methods of teaching.
- To providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.

### ***Assessment***

- To set homework in accordance with the school's homework timetable, to mark homework promptly and communicate marks to pupils
- To keep records of pupil progress in accordance with the needs of the department and the policies of the school.
- To communicate and co-operate with persons or bodies outside the school.
- To participate in meetings arranged for any purposes described above.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.



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## ***Professional Development***

- To keep abreast of developments in the subject area, including new materials and changes in teaching methodology
- To participate in further training and professional development.
- To participate in the School's Review and Development procedures.

## ***Teaching Areas and Resources***

- To maintain good order and discipline in the classroom.
- To maintain the good order and security of departmental teaching areas, equipment and stock.
- To develop a lively, interesting atmosphere conducive to learning in the classroom and in departmental areas.

## ***Communication***

- To participate in all whole staff and departmental meetings.

## ***Administration***

- To participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.
- To set work for classes in the event of absence
- To respect the deadlines set for the smooth running of the school

## ***School Life***

- To be available for cover at pre-agreed times in the school week
- To attend assemblies.
- When full-time, to be available for teaching throughout the school day in accordance with school procedure.
- To carry any out other duties which may be required during the course of the school day by the Head of the Senior School.



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**Teacher of English**  
Person Specification

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education / Training / Professional Qualifications</b>	<p>Good honours degree or equivalent in relevant subject plus fully qualified teacher status in a school. (PGCE plus induction year)</p> <p>Teaching experience</p> <p>Evidence of recent participation in professional development opportunities</p>	<p>Further professional qualification</p>
<b>Skills &amp; Abilities</b>	<p>Excellent classroom practitioner</p> <p>Good team player</p> <p>Good communication and organisational skills</p> <p>Full use of ICT in teaching</p> <p>Ability to prioritise workloads</p>	
<b>Knowledge/Experience</b>	<p>Knowledge of the National Curriculum of England and Wales</p> <p>Experience of teaching at KS3, KS4, AS and A Level</p> <p>Knowledge of effective child protection practices</p>	<p>Experience of teaching in an international environment.</p>
<b>Other</b>	<p>Willing to offer an Extra Curricular activity</p>	<p>Recognition of the diversity of cultures and nationalities within the school and the opportunities and challenges they possess</p>