



UT VOGE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

# Teacher of French or Head of Languages



For September 2018

## Living in Exeter and the South West

Exeter is a thriving and beautiful city. It is considered by many to be the capital of the South West, and is a wonderful place in which to live and work. The city is served by three railway stations and is just over two hours from London Paddington by train and just under three and a half hours from London Waterloo. There is also an international airport with internal flights to a number of UK cities, including London, Manchester, Newcastle, Glasgow, Dublin and Norwich.

Exeter is an historic and cultural city with a broad range of modern facilities: as well as beautiful Georgian architecture, the magnificent Norman Cathedral, small winding back-streets, Roman ruins and myriad independent shops, there are cinemas, theatres, cafes, restaurants, night-clubs, a museum, swimming pools, shopping centres, a range of smart department stores and a choice of supermarkets. Many of these are just a short walk from the School, as is the Quay with its range of boutique cafés, artisan caverns and river-side bars and restaurants.

The city is home to the excellent Exeter University, and the student population brings vibrancy, bustle and a sense of energy, whilst the location of the University campus means that the city-centre and surrounding areas never feel over-populated. There is a large professional population, too, with the hospital, the university, the Met Office, and the business district attracting professionals and their families.

The housing market in the city is buoyant but affordable, with the St Leonards area being particularly popular. There are some beautiful towns and villages within striking distance (by road or rail) of the city, and a number of our staff commute. The area is very well served for senior schools.

The South West is an area of outstanding beauty, and Exeter is a short drive from Dartmoor, Exmoor, beaches, forests, hills, and any number of walks and outdoor activities. It is a wonderful place to live and we find that a good number of new families to the School have chosen to relocate to Devon to enjoy the space, the pace of life, the nature on the doorstep and, of course, the first-rate educational opportunities. ECS is a happy, supportive and vibrant community of some 275 pupils and some 60 staff, of whom c40 are teaching staff. The staff body is a dynamic mix of long-serving members and newer arrivals, and there is a great deal of in-house expertise available.

## Working at Exeter Cathedral School

The School offers Nursery, Pre-Prep and Prep education: Nursery–Year 2 are housed in Hall House, a former Canonry nestled between the ancient city wall and the Bishop’s Garden in the Cathedral Close, and Years 3–8, as well as the majority of the administrative offices, are based in the Chantry, a red-brick 19<sup>th</sup> century building in the lee of the Cathedral on Palace Gate. The School also has use of a range of buildings clustered together in the South West corner of the Cathedral Green, including a well-equipped and newly-refurbished Science laboratory, dedicated music teaching and rehearsing space, an Art & Design department which is housed in the Old Deanery, a Nutrition room in the School’s Coach House building, and a range of other learning spaces. Many of the School’s classrooms are equipped with projectors and Smartboards, and staff have access to desktop computers and use of the School network in many classrooms and in the staff work room which is part of the staff room area.

## Perks and Benefits

Staff who work at ECS enjoy an enviable location, proximity and daily access to some of the country's finest architecture and choral music, a working environment which is supportive and purposeful, and the privilege of working with and for a delightful and kind set of parents and pupils.

New staff receive a full day's induction and are mentored in their first year by an appropriate senior member of staff. ECS is ISTIP-accredited and NQT induction is supported. The School is committed to Continuous Professional Development, whether through inset training delivered at school, through externally-run courses and conferences, or through in-house opportunities.

Teaching staff are entitled to join the Teachers' Pension Scheme and are entitled to receive a 50% remission (pro-rata for part-time staff) against tuition fees for any of their children accepted at ECS. Places for children of employees are offered according to place availability and standard assessment procedures.

We accept Childcare Vouchers purchased through a registered supplier against additional services (outside the curriculum) such as ASC/Breakfast Club and residential excursions, and the School participates in the Early Years Funding Scheme. In addition, we offer a Childcare Voucher purchase scheme through SO-DEXHO for staff who wish to purchase childcare vouchers through their salary (before TAX and NI deductions). The School is also a member of the Exeter BID, who are in discussions about the possibility of introducing an employees' benefit scheme, meaning that ECS staff would be able to benefit from exclusive discounts and offers in the BID area.

In addition to these perks and benefits, meals are provided free of charge to staff in the dining room during term time.

The family feel of ECS extends beyond the Chantry door, and such is the School's glowing relationship with the local community that its staff are traditionally welcome to enjoy discounts at the nearby (and very good!) cake shop and at an excellent local beauty/spa business. The School has recently entered into a partnership with a local gym/fitness company, where ECS staff are entitled to reduced rates.

Single accommodation (a large double room with views over the Old Deanery Garden; loo and shower room; shared kitchenette) may be available with this post. This accommodation is free of all rent and utilities. Resident staff enjoy three meals a day in school, free wifi, free use of the laundry facilities, and a much-sought-after EX1 postcode. The accommodation is housed in school, and is a 1-minute walk to the Cathedral Green, which in turn opens onto the city High Street with its range of shops, pubs, restaurants, cafes, bars, cinemas, theatres and leisure facilities. Resident staff are required to undertake an evening boarding duty each week.

With the arrival of a new Headmaster and a new Assistant Head in January 2016; the appointment of a new Boarding Housemistress and the creation of a number of new middle/senior leadership posts in September 2016 (including Head of Scholarships & Enrichment, Head of Lower Years, Head of Upper Years, Chorister Tutor, Office Manager); the arrival of a former Hockey International as our Director of Sport in January 2017; the appointment of the School's first ever Director of Marketing and Communications for Lent 2018; and an overhaul of the School's curriculum, including the introduction of some sector-leading

innovations, this is an exciting time to join this ambitious and musically-alive School as it embarks upon the next stage of its development.

## The School

Exeter Cathedral School is an independent day and boarding Prep School for girls and boys aged 3-13. Founded in the 12<sup>th</sup> century as a choir school, ECS now educates approximately 260 pupils. 40 of these are the boy and girl Choristers of Exeter Cathedral, who continue the centuries-old pattern of leading the daily sung worship in the Cathedral. Nowadays, we offer a fully-rounded Prep School education to pupils from a variety of backgrounds and with a range of talents and interests, whether they be sporting, academic, artistic or musical.

We have an enviable location (right in the heart of the city and yet nestled safely in the lee of the Cathedral), a maximum class size of 18 (allowing us to really know each and every pupil as an individual), a proven track record of securing places and scholarships to a range of leading senior schools, and a firm commitment to being a forward-thinking Prep School with traditional values. Above all, we are a school where people matter, and where staff and families work in partnership to help children acquire the right habits for life.

### The School as a Christian Community

ECS is committed to being a loving environment in which children of all faiths and of none may grow in knowledge, understanding and confidence supported by staff who are expected to be in sympathy with the aims of a Christian school.

### Membership

ECS is proud to be a member of IAPS (the Independent Association of Preparatory Schools), the CSA (Choir Schools' Association), the BSA (Boarding Schools' Association), and to be an Associate Member of the Woodard Foundation. These associations/foundations are nationally-recognised kite-marks of quality.

### The School's Aims

ECS aims to offer an outstanding Prep School experience, where the focus is on educating the 'whole child'. It seeks to do this by providing a safe, nurturing, stimulating, purposeful and gently-Christian environment in which each child is known as an individual and in which each child is mindful of, and grateful for, those around them and the part that they play in building their community. The School is an ancient foundation with traditional values and a modern approach. It expects high standards from its pupils and its staff and is committed to rigorous academic endeavour; outstanding pastoral care and individualised attention; an exciting range of extra-curricular opportunities; a first-rate sport and wellbeing education; a world-class musical education; and to working with families to help its pupils acquire the right values, habits and skills for life.

## The Cathedral

In September 2014, ECS was made legally and financially independent of the Cathedral and is now a registered Charity and a Company Limited by Guarantee. There remains a very strong and deeply-entrenched link between the School and the Cathedral, and the two institutions work side by side to ensure the smooth running of daily life and to ensure the safeguarding and well-being of the Choristers. The School makes

use of the Cathedral and its glorious buildings for its assemblies, concerts, major events etc. A number of members of Chapter sit on the School's Governing Board.

## Boarding

Our (small) boarding house is situated on the main school site and is run by a Housemistress (and her husband) who is assisted by a Boarding House Matron, the Chorister Tutor & Musician in Residence, and a team of Gap Tutors. There is currently a small number of full boarders, a healthy cohort of weekly boarders, and a large number of flexi boarders. All members of the teaching staff are expected to contribute to the boarding life of the school by undertaking a (very) few weekend duty days per annum. Resident staff are expected to undertake a weekly evening duty.

## The Role

We are seeking to appoint an inspirational and aspirational person to the post of Teacher of French from September 2018. For the right candidate, the post of Head of Languages (Modern and Classical) may be available.

This is a rare opportunity to join Exeter Cathedral School at an exciting time in its 900-year history, and to be part of Exeter's oldest school as it embarks on the next stage of its development. For the right candidate, there is the potential to play a significant middle leadership role in shaping the future direction of language provision at ECS.

A Teacher of French will be supported and appropriately-mentored by the School's Assistant Head (the School is ISTIP-accredited and NQT induction is offered) and by the Headmaster, who is a linguist and who currently teaches a senior French class. A Head of Languages will enjoy an appropriate level of autonomy and will be supported by a dynamic and ambitious Senior Leadership Team, part of whose vision is for Exeter Cathedral School to be the school of choice for families in Exeter and beyond, and to offer a first-rate all-round educational experience to our 260 pupils.

The School has a track record of notable academic success: in 2017 we achieved a 100% Common Entrance pass rate and 34 Scholarships were won by our Year 8 leavers to a range of leading Public/Senior Schools. The current scholarship total for 2018 is 42.

The successful candidate is likely to be an outstanding practitioner (whether new to the profession or an established teacher) with considerable skills and expertise as a linguist (French is essential), high standards, a willingness to work hard, and the ability and motivation to be the principal ambassador for French (or Languages) at this busy and purposeful co-educational 3-13 Prep School, which is proud to educate the Choristers of Exeter Cathedral.

It is envisaged that this will be a full-time, permanent post. The appointment will be subject to a probationary period of one year.

## Accountability

The Senior Leadership Team currently comprises the Headmaster, the Assistant Head, the Head of Pre-Prep, the Designated Safeguarding Lead, the Director of Marketing and Communications, and the Bursar.

The French Teacher / Head of Languages is ultimately accountable to the Headmaster through the Assistant Head.

Members of the teaching staff who hold posts of additional responsibility (eg Head of Department, Head of Section) receive period remission in line with the scale and scope of their additional responsibilities.

All members of the teaching staff are expected to assist with cover requirements and to undertake a number of supervision duties each week as part of the duty rota (the Deputy Director of Studies aims to ensure parity on both counts).

## Person specification

### Qualifications

- Strong academic, linguistic and intellectual credentials.

### Skills and Experience

- Proven teaching/linguistic excellence
- Experience of school responsibility/management of staff (Head of Languages only)
- Experience of overseas trips/enrichment events (Head of Languages only)
- Experience of working with data (Head of Languages only)
- A commitment to going above and beyond to deliver an outstanding service to the pupils
- A willingness to be involved in the School's extra-curricular programme
- The capacity to inspire pupils of all abilities and enhance pupil learning, participation and performance
- Proven communication and interpersonal skills
- High level of literacy and attention to detail
- An eye for marketing and PR
- The ability to see the 'big picture'
- Creativity and flair
- The ability to use initiative, to spot and solve problems
- Empathy for pupils, parents/guardians, staff and the community
- A genuine passion for languages and teaching, and the ability to use this effectively to drive the pupils and School forward
- The vision and energy to initiate a project, and the work ethic and drive to see it through to completion
- Empathy for the Christian ethos of the school, and for the demands made on the school's Choristers
- A commitment to continual personal and professional development
- High-order administrative skills, including the ability to effectively manage commitments, communications and deadlines
- ICT competence and a willingness to learn about and use new technologies
- The ability to work collaboratively and supportively with colleagues within school and with colleagues in other organisations
- Respect for the different experiences, ideas and backgrounds which others can bring to work and to teams
- A generosity of spirit towards the demands of a busy prep school

- A can-do attitude, a sense of perspective, a degree of grit, and a sense of humour

## Job description

It is intended that this post should allow for flexibility and opportunity for development and initiative by the post-holder. The following duties shall be deemed to be included in the professional duties which the post holder may be required to perform:

**As a TEACHER OF FRENCH at ECS your responsibilities will include:**

### Learning and Teaching

Teaching to an exemplary standard throughout the school, ensuring that lessons are appropriately planned, resourced, paced, and delivered, and that objectives and outcomes are differentiated according to the needs of the individual pupils;  
 Maintaining appropriate order, discipline, energy and calm in class to ensure effective teaching and learning  
 Integrating ICT into teaching and learning and use an appropriate range of available resources;  
 Being aware of the specific needs of, and action required for, those pupils on the School's Learning Support Register;  
 Incorporating appropriate SMSC opportunities, and promoting British values, in lessons;  
 Producing wall displays which change regularly, and at least on a termly basis;  
 Collating, marking, recording and feeding back on pupils' class work and prep, in line with School policy  
 Contributing to the School's development in accordance with the School Development Plan through, for example, membership of an ECS Action Learning Community;

### Health & Safety

Completing risk assessments as required  
 Preparing for and responding to inspections of health and safety, internal and external  
 Setting a good example in all matters of Health & Safety  
 Being vigilant for H&S issues and communicating them immediately with the relevant HoD and the Bursary

### Extra-curricular

Contributing significantly to the extra-curricular life of the school;  
 Running at least one weekly lunch-time club and one weekly after-school club

### Pastoral

Taking part in the pastoral life of the school, including perhaps as a form tutor and by contributing to the PSHE programme;  
 Setting and maintaining clear expectations of behaviour in all Languages classes and in cover lessons  
 Following and supporting the School's stated policies on rewards and sanctions, anti-bullying and child protection  
 Treating all pupils with equanimity  
 Reporting immediately all pastoral concerns to the Head of Section and all safeguarding concerns to the School's DSL

### Personal conduct

Welcoming prospective parents and visitors into lessons (with the Headmaster or a member of staff designated by him) at any reasonable time  
Maintaining professional dress and appearance  
Maintaining courteous and professional spoken and written relationships with all colleagues, parents and pupils  
Being publicly supportive of the School's aims, aspirations and values

#### **Other**

Carrying out staff duties according to the weekly rota;  
Participating in lesson evaluation by peers and the SLT, following the set protocols  
Attending INSET training and staff meetings as required  
Undergoing any other training as reasonably required  
Carrying out a Saturday or Sunday day duty in the Boarding House each term;  
Covering staff duties/lessons as required  
Supporting the pupils in their extra-curricular endeavours, for example by attending School concerts  
Following all School policies, protocols, procedures and regulations  
Undertaking other responsibilities and duties as may be reasonably requested by the Headmaster;

#### **Review:**

The job specification will be reviewed as part of the appraisal/professional development cycle. Any changes can only be made by agreement with the Headmaster.

**The post of HEAD OF LANGUAGES (MODERN AND CLASSICAL) may be available for the right candidate.**

**In this case, and alongside the above responsibilities, the following duties shall be deemed to be included in the professional duties which the post holder may be required to perform:**

#### **Responsibility:**

- Developing the strategic direction of ECS Languages through consultation with the Headmaster, and in sympathy with the overall aims and ethos of the School;
- Oversight and direction of the provision and quality of all Language-learning (Modern and Classical) across the school;
- Overall responsibility for departmental policy for Languages (curricular and extra-curricular) and for maintaining an integrated vision of the different Linguistic opportunities across the School;
- Overall line-management of the Languages Department (Modern and Classical);
- Ensuring the Languages Department is a high-quality aesthetic environment where the health-and-safety needs of both pupils and teaching colleagues are held in high regard;
- Providing an annual report to the Senior Management/Leadership Team and Governors concerning departmental initiatives and achievements, and outlining aims and aspirations for the year(s) ahead;
- Establishing and developing opportunities for the department and its pupils to show-case their linguistic skills by, for example, organising a regular French play/French declamations competition;
- Responsibility for the timely, professional and effective communication of all departmental logistics/administration to relevant members of the School community;

- Planning and producing the scheme of learning and ensuring the delivery of a balanced and forward-thinking Languages curriculum (Reception - Year 8);
- Teaching French across the 3-13 age range and another language to agreed age-groups;
- Involvement in the delivery of scholarship sessions and extension sessions as agreed with the Assistant Head (Academic) and the Head of Scholarships & Enrichment;
- Ensuring that all relevant Health and Safety measures are in place and adhered to;
- Direction and oversight of departmental extra-curricular provision in: extension clubs/societies; competitions; trips and visits;
- Liaising with external agencies and individuals e.g. INSET, curriculum development, Awarding Bodies;
- Representation of the department's interests and activities at meetings (including the calendar meeting, HoD meetings, and routine meetings with members of the Senior Leadership Team);
- Promotion and celebration of the department, including via social media and the School's weekly news- letter;
- Meeting prospective parents and acting as the principal ambassador for School languages on occasions such as Open Mornings;
- Organising curricular-enriching trips and, in consultation with the Head of Scholarships & Enrichment, arranging for top-quality subject-specific visiting speakers and events to come to the School
- Ensuring that the Languages Department is, at all times, inspection-ready;
- Undertaking other responsibilities and duties as may be reasonably requested by the Headmaster;

#### **Development:**

- Contributing to the strategic development of the School as required through the whole-school development plan;
- Shaping the profile, direction and longer-term strategic planning of the Languages department;
- Liaising with the Headmaster and the Bursar re staffing and facilities developments;
- Where appropriate, playing an active part in developing partnerships with the wider community, including local maintained schools, and exploring opportunities for further local, national and international links in consultation with the Headmaster;
- Forging and fostering links with the University and the wider community in order to promote and develop the good name and academic reputation of the School, and in order to provide pupils with access to the very best linguistic experiences, opportunities, expertise and facilities;

#### **Staff:**

- Responsibility for the line-management of members of the Languages Department;
- Liaising with the Director of Curriculum, Teaching and Learning re Schemes of Learning, staff deployment, and timetabling;
- Responsibility for ensuring the continuing professional development and efficient performance of all members of the department;
- Responsibility for ensuring the departmental induction of NQTs and other members of staff new to the department;
- Responsibility for supporting all members of the department and ensuring an effective team is maintained, nurtured and deployed to best effect;

- Responsibility for both formally and informally providing feedback on effective, efficient, and varied stimulating teaching styles to maximise progress by all pupils;
- Ensuring that Languages Department staff are fully aware of their commitment and responsibilities;
- Appraising staff through the School's appraisal scheme (ECS 'Achieving Excellence Programme') and deciding on appropriate INSET;
- Interviewing and recruiting Languages teachers;
- Ensuring a universally-excellent quality of Languages provision;

#### **Administration:**

- Responsibility for the overall provision of Languages and the administration of the Languages Department across the School – ensuring that appropriate teaching, staffing, marking, reporting, communication, events and calendar entry needs are met;
- Planning and reviewing, including updating policies and handbooks;
- Leading Languages Department meetings;
- Liaising with relevant colleagues from other schools and attending relevant group meetings;
- Writing high-quality reports on pupils and ensuring that reports from departmental colleagues are to a high standard and within the set deadlines;
- Co-ordination of the Languages Department items for the calendar;
- Keeping accurate records of relevant departmental data (including records of effort and achievement), and ensuring that all Languages teachers do the same
- Ensuring that relevant SEN information is made available to, and responded to appropriately by, all Languages teachers

#### **Budgets:**

- Responsible to the Bursar for agreeing and ensuring effective departmental expenditure.

#### **Senior Schools (13+):**

- Liaising with the Head of Scholarships & Enrichment re scholarship/award/exhibition requirements;
- Playing a part in identifying, mentoring, and preparing gifted linguists as academic scholarship candidates for senior schools;
- Liaising with Senior School Heads of Languages to maximise high-quality links, and to ensure that the good name of the School and the best interests of our most able 13+ linguists are represented;

#### **Other:**

- Carrying out other duties and tasks as may be reasonably requested by the Headmaster.

#### **Review:**

- The job specification will be reviewed as part of the appraisal/professional development cycle. Any changes can only be made by agreement with the Headmaster.

### **How to Apply**

The deadline for applications is 12 noon on Wednesday 21st March 2018. Interviews for shortlisted candidates will most likely take place on Tuesday 27th March. The School reserves the right to interview and appoint at any time.

Applications should include a letter (max 2 sides of A4) to the Headmaster outlining motivation and suitability for the post, a completed application form and details of three referees. Applications are welcome from 'Teacher of French' candidates and/or 'Head of Languages' candidates.

**Applications should be sent to:**

Mrs Rosie Hankin, Bursar's Assistant  
Exeter Cathedral School  
The Chantry  
Palace Gate  
Exeter  
Devon EX1 1HX

Or emailed to:

[r.hankin@exetercs.org](mailto:r.hankin@exetercs.org)

**Applicants without formal teaching qualifications or experience:**

Applicants without formal teaching qualifications will be considered. For applicants without a teaching qualification we would be looking for: a demonstrably high level of linguistic skill and experience, enthusiasm, patience, an empathy with young people and the communication skills to work successfully with a number of different stake-holders including the pupils, teaching colleagues, and parents, both current and prospective.

## Interview Process

Further information about the interview process will be sent to shortlisted candidates. If you are unlikely to be available for interview on the published date, please contact us as soon as possible; we may be able to interview some candidates earlier.

All shortlisted candidates will be required to present original copies of identification documents and qualification certificates at interview. Proof of ability to work in the United Kingdom will also be required at interview.

In addition to each candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviour;
- Attitudes to the use of authority and maintaining discipline.

## Safeguarding and Safer Recruitment

ECS is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening appropriate to the post, including reference checks with current and previous employers, a declaration regarding Disqualification from Childcare and use of the Disclosure and Barring Service (DBS). If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster designate or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster designate or the Bursar for advice.

## Equal Opportunities

Exeter Cathedral School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.