

Claremont Fan Court School



JOB DESCRIPTION

Job Title: Preparatory School MFL Co-ordinator (Full time)

Reports to: Head of Preparatory School

Purpose: To inspire a love of languages in our Key Stage 1 and 2 pupils. The School is committed to broadening our children's horizons through learning about the language and culture of other countries. In this role, the MFL Co-ordinator will be responsible for devising a vibrant programme of study that will inspire a positive mental attitude to learning languages in our pupils.

To foster the individuality of each child and impart appropriate spiritual guidance through the character quality programme and to uphold the values and ethos of the school which is founded upon "a great love for children, a deep appreciation of their spiritual possibilities and on the recognition of the great demands the future is likely to make on them." (Geith Plimmer, co-founder of Fan Court School)



The position of the MFL Co-ordinator in the Preparatory and Pre-Preparatory School is an exciting and highly valued position. French is delivered as our primary language, beginning in Reception. Spanish is added to the curriculum from Year 3 and our children have a taster experience of Latin during Key Stage 2. Additional language clubs, including German and Mandarin, are a popular part of our co-curricular programme delivered by external teachers. The children's learning of French culminates in a six day, full language immersion trip to France in Year 6.

Outline

- To lead the development of languages through Key Stages 1 and 2, reporting to the Head of the Preparatory School.
- To teach French and Spanish in Years 3 to 6; French in Years 1 and 2
- To teach a one-year experience of Latin (Minimus scheme provided)
- The position currently entails a full timetable with non-contact allowance
- To broaden the experience of languages through running a day trip to France and taking part in the residential language immersion trip in Year 6
- To support the Head in the design of the specialist languages classroom that will be part of the Preparatory School refurbishment
- To ensure that languages have a high profile throughout the School through displays and focus activities, such as the celebration of World Languages Day
- To develop extended programmes of study for native language speakers
- All staff are expected to contribute to the School's pastoral and extra-curricular programmes.
- Staff must have a positive attitude towards the School, its ethos and its community.

Principal Accountabilities

Planning and preparation

- Have a thorough knowledge of content and pedagogy for the level of classes being taught
- Have a thorough knowledge of child development, especially focused on the characteristics of the age group and cultural backgrounds
- Plan and design lessons which demonstrate a competent knowledge of resources, best practices and appropriate target setting
- Develop planning; update department schemes of work; maintain website subject page, other relevant information and diary entries



Classroom Environment:

- Establish a classroom environment that is positive and supportive of learning
- To consider the needs of the students at all times
- Interact with students in a supportive and positive way
- Establish a culture for learning
- Establish effective classroom practices regarding instructional groups, transitions, supervision and use of paraprofessionals, so that student behaviour is consistently within the expectations of this school being purposeful, safe, respectful, open, valuable and appropriate
- To maintain the creative environment and keep the space in order so that it can be used by all staff

Instruction:

- Communicate to students the goals and process of learning
- Use appropriate questioning techniques
- Provide lessons and activities that engage students and develop independent learners
- Provide accurate and honest feedback to students to enable them to improve
- Adjust lessons in terms of pace, content, and expectations according to the success of a lesson.

- Use best practices regarding grouping, resources and assessment
- Ensure all children are learning to their full potential

Professional Responsibilities:

- Maintain accurate records
- Communicate with parents in an honest and supportive way regarding student progress.



- Attend all parents' evenings, subject evenings and open days
- Reflect on teaching to inform improvement in one's own practice of education
- Contribute to the school in a way that supports colleagues, students, and families
- Grow and develop professionally
- Show professionalism in personal standards including dress, communications, decision making, and advocacy
- Contribute to the duty timetable as directed by the Head of the Preparatory School

Responsibility to parents:

- Be available for appointments with parents
- Monitor student progress in prep books, report cards as necessary
- Demonstrate a thorough knowledge of each learner and their individual needs
- Written reports to be accurate, unbiased, individualised, pertinent and target-based.

Characteristics

The MFL Co-ordinator will demonstrate

- A great love for children and good interpersonal skills with adults
- A love of learning and evidence of being a life-long learner
- Patience, kindness, and tolerance with children and adults alike
- Good communication skills
- Poise in difficult situations
- Commitment to high standards and a willingness to do what it takes to achieve them
- An ability to be a positive influence on the lives of the children at this school
- Qualities of a good teacher expressed through the delivery of fresh, inspirational lessons
- A willingness to volunteer for activities beyond the job description

Performance measures

The performance of the MFL Co-ordinator will be measured by:

Planning and preparation:

- Strong progress of all children in the learning of French, Spanish and Latin as determined by regular work scrutiny and meetings with the leadership team.
- The regular enhancement of half-termly plans and maintenance of subject resources

Classroom Environment:

- Representing the subject to the school through half-termly displays.

Instruction:

- Maintaining the enthusiasm of the children and setting appropriately challenging levels of expectation

Professional Responsibilities:

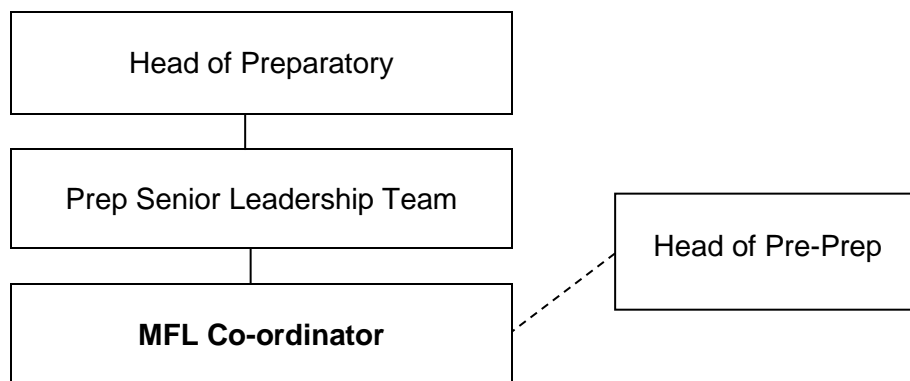
- Attending subject and whole school INSETS
- Keeping abreast of staff meetings and staff briefings by checking weekly minutes

Responsibility to parents:

- Responding to parental requests as required
- Accurately reporting to parents in accordance with school policy

Organisational chart

The MFL Co-ordinator works in the Preparatory School and a small amount in the Pre-Preparatory School. The immediate line diagram of responsibility is as follows:



Contextual Information

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork, a critical approach to studies, within a framework expecting excellent academics and high standards of character from its pupils and staff.

This School values each of its learners and actively seeks to clearly see evidence of God-given potential in every child.

HHA/MW/HR Jun18



Claremont Fan Court School



Position outline and Person Specification

MFL Co-ordinator

A full-time specialist languages teacher is needed to lead languages development and to teach French, Spanish and Latin in the Preparatory and French in the Pre-Preparatory School from September 2018 or January 2019.

The successful candidate will teach French and Spanish to two or three parallel classes in each year group from Year 3 to Year 6, a one-year taster experience of Latin in either Year 3 or 4, and French in Years 1 and 2. The School makes generous provision for new teaching materials. Professional development is warmly encouraged and a very real opportunity exists for the successful candidate to make a positive difference in this creative, caring Preparatory and Pre-Preparatory School, where the learning of languages forms part of our core curriculum.

Background

All staff are expected to uphold the moral ethos and the Christian foundation of the school and to help deliver the school's character education programme. In addition, they are expected to attend regular meetings, including morning briefings and departmental meetings after school, and to participate fully in extra-curricular activities. For teachers with commitment and enthusiasm, Claremont Fan Court is an exceptionally rewarding place to work.

The successful candidate for this post is likely to be enthusiastic, creative and industrious, with a balanced outlook and a good sense of humour.

Classroom teachers work under the direction of the Head of Preparatory School. The Preparatory School currently has eleven classes and shares facilities such as music rooms, DT studio and sports halls with the Senior School. The School has secretarial support, teaching assistants and specialist staff for a variety of subjects.



Person specification

The successful candidate is likely to match the following characteristics:

- Possess a good honours degree in a relevant discipline
- Possess a post graduate teaching qualification – PGCE, Diploma of Teaching or equivalent
- Have an enthusiastic commitment to all aspects of the school's co-curricular activities, especially the willingness and ability to organise and lead residential visits abroad
- Initiative to set up new co-curricular activities in the school such as establishing new visits

abroad and language clubs

- A cheerful, enthusiastic and well-presented person, capable of inspiring confidence in pupils and parents as well as sharing good practice with colleagues
- Excellent communication skills, oral, written and in the use of ICT. (All teaching staff are supplied with a laptop)
- Demonstrate a very high level of competence in spoken and written French and Spanish.
- Willingness to deliver Latin (well supported by the Minimus scheme)
- Have an ability to teach to the top end of the NC primary curriculum and extend the learning of native language speakers
- An understanding of the nature of independent learning
- Able to set high expectations amongst all pupils
- An understanding of skills required when teaching pupils with a range of abilities, encouraging all to develop to their maximum potential
- Capable of working independently and as part of a team and willing to contribute to departmental resources, displays and exhibitions
- Think creatively to help develop the department
- Calmness and efficiency and the ability to work under pressure at certain times
- Eager to learn and able to attend all INSETs
- Awareness of Health and Safety issues and compliance with Health and Safety policy
- Aware of the nature of the School and prepared to commit to its all-round ethos, extra-curricular activities and pastoral approach
- Prepared to work hard with energy and enthusiasm with a willingness to contribute to the School's extensive co-curricular programme

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