

HEAD OF FRENCH JOB DESCRIPTION

Date of appointment: Sept 2019

Responsible to: Deputy Head (Academic)

Why us?

Saint Ronan's is one of the country's leading Prep Schools. In a field of over 700 schools, it was named *Tatler* "UK Prep School of the Year" in 2018, and recently (March 2019) was named as one of three "Good all rounder" Prep Schools in the UK by *The Week*.

Set in 250 acres of Wealden countryside with a rambling Victorian Mansion at its heart, Saint Ronan's is a day and flexi boarding Prep School for 440 children. Saint Ronan's was founded in Worthing in 1883 and offers the very best of ancient and modern. It has the heart and family ethos of a traditional prep school, but the facilities, dynamism, innovation and aspirations which are the envy of many other schools. Saint Ronan's has built its reputation on outstanding teaching and results, excellent pastoral care and success in the creative arts, sport and music.

Why French?

Inspiring our children is central to our ethos. We want our children to leave Saint Ronan's with:

- a love of learning
- a sense of place
- confidence in writing, speaking, reading and listening to French

Why you?

We want our teachers to be:

- passionate about their subject
- willing and able to teach French throughout the Prep School up to Common Entrance/Scholarship standard.
- willing and able to lead the French Department
- enthused by the challenge of developing young minds
- up to date with the latest developments in their subject
- effective and positive communicators
- excited by innovation inside and outside the classroom
- to be advocates of Growth Mindset
- to be focused on the well-being of all the children in their care
- flexible, willing and fun, with kindness at their core
- an integral part of a close team who see the 'whole child' and guide the children to be the very best that they can be, both inside and outside the classroom.

Qualifications

For us, getting the 'right' person is key. We welcome applications from experienced teachers from both state and independent sectors.

Salary

We offer a competitive salary package.

RESPONSIBILITIES

Job Description

HEAD OF FRENCH

CURRICULUM PLANNING

- long term planning: to write and annually review a departmental development plan for their department
- long term planning: to provide, via the Courses Guide, an overview of the work covered by each year group and to review this annually to ensure it is appropriate to the needs of all the pupils and provides continuity and progression
- medium term planning: to ensure effective and well planned schemes of work are written which detail the work covered by each year group, and that these schemes are evaluated on (at least) an annual basis and that improvements implemented
- short term planning: to ensure that subject teachers are planning their teaching in an effective and timely manner.
- run the departmental budget within the parameters set

MANAGEMENT OF TEACHING AND LEARNING

TEACHING

- to monitor the quality of teaching within the department and ensure that it meets the needs of all the pupils, whilst delivering the curriculum
- to ensure the marking of pupils' work in the department is in accordance with school policy
- to ensure effective use of assessment in French
- to ensure that the department's teaching rooms, and occasionally, noticeboards around the school have good displays which are regularly updated
- to ensure that the requirements of relevant examinations are known and that pupils are thoroughly prepared for these

LEARNING

- to ensure the presentation of pupils' work is in accordance with school policy
- to provide the children with opportunities for enrichment of their learning by 'trips out and speakers in'
- to critically evaluate the learning in the department, with maximum engagement and optimum learning outcomes

PERSONAL TEACHING

- planning and preparing schemes of work and lessons
- inspirational teaching, fostering in pupils a Growth Mindset
- setting and prompt marking of work, carried out in accordance with the requirements of the Deputy Head (Academic)
- assessing, recording and reporting on the development, progress and attainment of pupils in your teaching groups

ASSESSMENTS AND REPORTS

- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- to adopt methods of marking, monitoring, tracking and reporting as required by the Deputy Head (Academic) and in accordance with school policies, as amended from time to time.

OTHER ACADEMIC DUTIES :

- reviewing methods of teaching and programmes of work in accordance with the requirements of the academic management team
- participating fully in the cover programme, including invigilation
- participate fully in the academic subject meetings which are held regularly
- arranging and attending trips abroad as part of the curriculum as required

RESPONSIBILITIES AS A TUTOR

- to provide pastoral support and advice for pupils in their tutor group; helping pupils to develop socially and academically; encouraging pupils' involvement in all areas of school life, including extra-curricular activities.
- to monitor pupils' attendance
- to respond to parental communications efficiently and swiftly
- to monitor standards of appearance
- to monitor standards of behaviour and liaise regularly with the Pastoral team
- to make sure that pupils behave well during school occasions
- to write pastoral reports on pupils in the tutor group; to collate and check pupils' academic reports.
- to write AS tracking reports for the tutor group as and when required and under the direction of the pastoral team.
- to award grades for effort; to record relevant and note-worthy incidents involving tutees and inform relevant staff by email

- to monitor the academic progress of all pupils in the tutor group, looking at the development of the whole child across the academic spectrum, using effort grades, attainment grades and standardised tests, and communicating concerns to the Deputy Head (Academic)
- to communicate with parents about their child's academic progress and personal development regularly through the School's reporting and parents evening system; building up a good relationship with the families of tutees, which encourages informal contacts; in conjunction with other relevant staff, initiating meetings with parents to discuss their child's academic progress or pastoral concerns
- to attend training provided by the school to improve professional pastoral skills
- to be part of one of the school's four Houses and offer support to the House Leader as required.

OTHER DUTIES AND EXPECTATIONS:

- being involved in sport and extra activities as required
- we expect the post holder to be fully involved in integrating and being a role model for the initiatives of the school from mindfulness, well-being, Growth Mindset and initiatives that the school adopts from time to time.

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

Application Procedure

If you feel you can meet the requirements of the post, please complete the application form linked with this advert and send it, along with a hand-written covering letter, to our HR Manager, Mrs Emma Trelawny-Vernon emmatv@saintronans.co.uk at your earliest convenience and **on or before Friday 23 March 2019**.

Interviews will take place during the weeks commencing 25 March 2019. Early applications are encouraged.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement 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, he/she must report any concerns to the Head.