

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE



Tel: 0118 978 0165

holtschool@holt.wokingham.sch.uk

www.holtschool.co.uk

Head of French

Full Time - Permanent

Starting Date January 2019 or to be agreed

**Main pay range/upper pay range depending on skills and expertise demonstrated at interview
TLR 2c £6,643**

The Holt is a popular and oversubscribed 11-18 girls' comprehensive school which converted to academy status in July 2011. You will join a highly successful department where results for GCSE and A Level are well above the national average.

If you will inspire our students to achieve their best and want to be part of a dynamic caring community, we would encourage you to apply. Visits prior to application are warmly welcomed

We are looking for someone who:

- will lead and inspire a love of languages
- aspires to be an innovative, creative and is an outstanding practitioner
- will maximise achievement through rigorous monitoring, intervention and review
- is keen to participate in aspects of wider school life
- is able to offer Spanish to at least KS3

We can offer:

- access to excellent professional development including support and development of leadership skills
- teaching across all Key Stages
- staff able to leave site during their PPA periods

Further details and an application form are available from the school [website](#)

Prospective applicants are welcome to telephone Mrs Diane Hampton HR Manager for more information about this post.

The Holt 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 successful candidate will be subject to a full Disclosure and Barring Service Check.

Applications will be reviewed as they are received and the interviews arranged accordingly.

THE HOLT SCHOOL JOB DESCRIPTION



| | | | |
|--------------------------|-----------------------|-------------------------|---------------------|
| Job Title: | Head of French | Name: | |
| Reports to: | Co Headteacher | Issued/Reviewed: | October 2018 |
| Pay Scale: | | FTE | Full time |
| Employment Status | Permanent | | |
| Allowance: | TLR 2c | | |

To be line managed by

1. **Teaching and Learning:** (35/50 teaching periods)

- To promote a Growth Mindset at all times
- To be responsible for the planning lessons using Higher Order Thinking Skills (HOTS), and delivery and assessment of differentiated, challenging lessons
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning projects, assignments and/or coursework/Controlled assessment in line with department/faculty policy using FROG.
- To provide accurate, developmental written and oral feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including Tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are "on report", for 'round robins' or for SEN annual reviews or exam concessions assessments. To use the school's Curiosity, Perseverance and Reflection (CPR) system to recognise hard work, effort and positive learning behavior
- To use the school's B4L policy to maintain the highest standards of behavior at all times

2. **TLR**

- To contribute to leadership of teaching and learning across the school
- To be a role model and the arbiter of standards in French; undertaking regular departmental evaluation through data analysis, work sampling, lesson observations, student questionnaires all of which are used to inform improvement planning.
- To share the vision for the school and your vision for French
- To support all members of your department whilst ensuring that they adhere to Section 1 above.
- To be fully involved in the interview process for your department and to support new colleagues' induction.
- To manage the budget ensuring resources are available as required.
- To ensure the safety of students in French and ensure up to date risk assessments are in place.
- To communicate effectively with all stakeholders.
- To promote high standards of learning and teaching through the sharing of best practice and utilizing new technologies where appropriate.
- To co-ordinate meetings which have a published agenda and are minuted.
- To oversee all curriculum matters in French including SoW, home learning and examination specifications.
- To liaise with the timetabler regarding the blocking, staffing and rooming of your curriculum area.
- To promote your subject at GCSE / A Level.

3. Additional Responsibilities –

4. Pastoral Support

- To be a form tutor and foster a positive relationship with students
- To communicate with the Head of Year and Student Support
- To take the register and refer any students for whom you have concerns over attendance and punctuality.
- To ensure Daily Briefing is available to students and pass on all information/letters as required
- To support each member of the tutor group through academic mentoring three times a year.
- To ensure that the registration activities follow the timetable set by the Head of Year including TftW.
- To provide written reports on personal, social and academic progress as requested
- To monitor academic performance using the information provided from termly reviews with special attention to those with EAL, SEN, PHA and the disadvantaged
- To encourage students' involvement in extracurricular activities and support House activities as appropriate

5. Professional Development

- To actively engage in the Appraisal process
- To participate in CPD activities in school
- To pursue own interest/development with regard to subject knowledge and teaching methods.

6. Life of School

- To support the ethos of the school and to be a role model
- To comply with the School's Health and Safety Policy
- To carry out duties as published
- To attend meetings that form part of the directed time.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

| Person Specification: Head of French Department | Essential | Desirable |
|--|------------------|------------------|
| Education and Experience | | |
| Good honours degree | ✓ | |
| Qualified Teacher Status | ✓ | |
| 6 th Form experience | ✓ | |
| Record of continuing professional development | ✓ | |

| | | |
|---|---|--|
| Knowledge | | |
| Excellent subject knowledge and passion for subject | ✓ | |
| Knowledge of National Curriculum and initiatives | ✓ | |
| Good knowledge of pedagogy | ✓ | |
| Knowledge of effective assessment strategies | ✓ | |
| Knowledge of how to use data for target setting | ✓ | |

| | | |
|---|---|--|
| Skills | | |
| Good classroom practitioner using effective behaviour management and a range of learning strategies | ✓ | |
| Ability to inspire and motivate students | ✓ | |
| Creativity, energy and enthusiasm | ✓ | |
| Flexible and adaptable | ✓ | |
| Excellent relationships with students and colleagues | ✓ | |
| Good communication orally and written | ✓ | |
| Good IT skills | ✓ | |

| | | |
|---|---|--|
| Committed to: | | |
| Inclusion and a positive “can do” approach | ✓ | |
| Flexible working practice, willing to go the “extra mile” | ✓ | |
| Raising the profile of your subject with the school and community | ✓ | |
| Promoting and safeguarding the welfare of students | ✓ | |
| | | |

The French Department

In 2018, results in French were very good: GCSE 82.9% 4-9 and 75% A - B at A Level.

Departmental Staffing

Our enthusiastic French department currently has four French specialists. It is a very successful department with a high profile within the school. We provide conversation practice through Reading University students for our A Level students. We also support new teachers as NQTs and trainee teachers through the School Direct programme run by Wokingham Federation and Reading University.

Faculty Accommodation

The department offers excellent resources. There are six large dedicated teaching classrooms and two computer suites.

French Teaching

Classes are taught in tutor groups in Year 7 and are set in Years 8 and 9. All KS4 classes are taught in sets. We follow the AQA syllabus for both GCSE and A Level. We use the new Studio range of textbooks and electronic resources in KS3, and OUP AQA Kerboodle resources for KS4 and KS5.

Extra-Curricular

The department has a very strong ethos of extracurricular opportunities. These include Year 7 and 11 trips, a play for Year 7, a Year 12 French Exchange and many cultural events throughout the year for example a Bastille Day event for KS3. There is also a Languages Club run by the 6th Form prefects for Year 7 students.

About the School

Thank you for your interest in applying for a post at The Holt School.

The Holt is an “Outstanding” (OFSTED June 2008) girls’ comprehensive school with an eighth form entry in the main school and a co-educational sixth form making a total roll of 1254. The Holt is one of 11 secondary schools in Wokingham town.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used chiefly for administrative purposes. The shrubbery and gardens, together with playing fields extend to 13 acres and form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As a school with a global outlook, we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication from its staff as well as the hard work from the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at Level 4. ‘A’ level results are excellent with 58% of entries achieving A*AB and 31% A*A.

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4.

INSPIRE - CHALLENGE - ACHIEVE

“To **inspire** all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society.”

We have a staff of over 130: 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service Check.