

HANFORD SCHOOL

Job Description for Teacher of French

We are seeking an exceptional candidate to teach French in our vibrant and happy prep school for girls (aged 7-13) set in beautiful Dorset countryside, to start in September 2024, or possibly earlier. Hanford School has an excellent academic record, and the girls sit common entrance and scholarships to top independent senior schools.

There is the opportunity of taking on the role of a boarding tutor and assisting in the House. This will carry additional benefits.

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. All successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks.

Hanford is part of Sherborne Girls' School

Reporting to:	Head or Senior Leadership (as required)
Summary of the Role:	To plan, prepare and deliver inspiring teaching to our pupils, while contributing to the wider life of the school.
Main Duties and Responsibilities:	<p>The teacher shall carry out the professional duties of a teacher under the direction of the Head, and these shall include:</p> <ul style="list-style-type: none"> • Planning and preparing engaging and well-differentiated lessons in accordance with the aims and objectives of the school and the programme of study, as determined by the Director of Studies. The syllabus is based on the 13+ Common Entrance syllabus. Girls are regularly prepared for academic scholarships to any of the major independent senior schools. • Teaching the pupils assigned to each class and being responsible for the welfare of the children for the time of the lesson. • Overseeing the planning process and collaborating with other year group colleagues, including attending planning meetings. • Ensure appropriate use of the resources available to you to promote pupil progress. • Maintaining good order and discipline amongst the pupils and safeguarding their health and safety whilst they are under your supervision. • Taking responsibility for the pastoral care of the children in your form, liaising with staff and parents where necessary. • Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with procedures laid down.

	<ul style="list-style-type: none"> • Maintaining a high level of communication with the parents of the children within your form, ensuring all are kept up to date with necessary information. • Liaising with colleagues to ensure continuity of teaching and learning in each class. • Assisting in the supervision of pupils before during and after school, as directed by the leadership team. • To be responsible during a fire alarm for the supervision of the pupils of any class they are teaching out of the buildings and their subsequent registration. • To be responsible for the organization and supervision of pupils during relevant school trips in the manner laid out in the staff handbook. • Participating in any meetings affecting the school and its pupils as appropriate. • To issue and monitor rewards and sanctions for pupils in your form, highlighting anomalies or concerns. • Maintaining resources and displays in an ordered way and to a high standard. • Participating in training, professional development and appraisal.
Additional duties:	<p>All staff are required to play their full part in the effective and efficient running of the school. This would include:</p> <ul style="list-style-type: none"> • Supervision duties. • Carrying out any other duties which may be reasonably required by the Head. • Stay informed about events, general school organization and staff discussions by reading the minutes from whole school meetings and notices posted on electronic whole-school platforms. • Take part in events that may be during the evenings or, occasionally, at weekends, within reason. • Have a good working knowledge of whole school policies and aims. • Promote the ethos, good name and reputation of the school at all times. • All teachers will be asked to become a pastoral tutor for a number of girls and take an interest in the overall well-being of these girls, including academic progress, extra-curricular activities and friendships.

	<ul style="list-style-type: none"> • Supervising prep once or twice a week, depending on the requirements of the rota. • Escorting the London coach from time to time, as determined by a rota. • Late duties (to 8:00pm) as determined by a rota. • Once a term, help is required on a Sunday afternoon (2:00pm to 5:00pm). • Other duties related to normal school life. <p><i>Duties listed are not exhaustive; all members of staff are expected to undertake duties reasonably requested by the Head or SLT.</i></p>
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Person Specification		
	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Ability to teach the French language • Qualified Teacher Status • Honours degree or equivalent • Strong Numeracy and Literacy skills • Experience assisting with the assessment, recording and reporting of pupils' progress. • Full working knowledge of relevant policies/codes of practice/legislation (i.e. statutory requirements concerning Equal Opportunities, Health & Safety, SEND and Child Protection). 	<ul style="list-style-type: none"> • Experience working with children in KS2/KS3.
Skills and Abilities	<ul style="list-style-type: none"> • The desire, energy and capability to be an outstanding and inspiring teacher. • An understanding of children and an ability to respond to their interests, learning needs and individual characters. • The ability to relate well to children and adults, and to build positive working relationships. • An understanding of classroom roles and responsibilities. • Confidence and competence when managing the learning and behaviour of an individual, a small or large group, or whole class. • Ability to develop high quality, engaging and learning-rich learning resources, activities and experiences. • Have high standards of written and oral communication. • IT literate and the ability to use ICT effectively to support teaching and learning and to monitor children's progress. • An ability to be well organised, proactive and calm under pressure. 	<ul style="list-style-type: none"> • The ability to teach an additional modern language would be an advantage.

	<ul style="list-style-type: none"> • Resourceful and resilient. 	
Personal Attributes	<ul style="list-style-type: none"> • An effective team player who works collaboratively and effectively with others. • Excellent interpersonal skills, communicating (verbally and in writing) effectively to a range of audiences. • Warmth, sensitivity, kindness and respect to all, especially the children. • Committed to the values and culture of the school. • Committed to own continued professional development. • Commitment to high expectations and outstanding educational standards. • Ambitious to secure the highest standards. • Resilience • Effective team member 	<ul style="list-style-type: none"> • Willingness to contribute to the development of the department.

Additional Information

Start Date: September 2024

Contract: Full Time or Part Time Teacher Permanent - Work may be required on some of the bank holidays if they fall within term time.

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Hanford School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2023. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

Benefits:

- Membership of an appropriate pension scheme
- Possibility of fee remission
- Reduced membership to the Oxley Sports Centre in Sherborne
- Free onsite parking
- Free lunches provided during term time
- Use of an appropriate IT device and a 365-business account for teaching purposes