
TEMPORARY TEACHER OF FRENCH
SEPTEMBER 2025 (1 YEAR FTC)



CHARTERHOUSE

CANDIDATE INFORMATION

Welcome from the Head



Thank you for your interest in this role at Charterhouse.

Charterhouse is an exceptionally rewarding place for our pupils and staff. The developments in our academic and co-curricular provision, boarding and social spaces have facilitated a highly successful move to full coeducation, demonstrating an intentional and strategic drive to deliver a world-class, future-ready education, where every individual is empowered to reach their potential.

Our vision and values place kindness and belonging at the core, and our culture is one of welcome and acceptance. Open our doors and you will find a diverse and enriching range of people, experiences, thoughts and interests that all contribute to our thriving community. We nurture our talent and offer a myriad of opportunities to learn and grow together.

We warmly invite people from all backgrounds to share their passions, skills and ideas and who can help us to continuously lead and inspire the next generation, in an environment where everyone can flourish.

A handwritten signature in black ink, reading 'Alex Peterken'.

Dr Alex Peterken
Head



About Charterhouse

Charterhouse is a beautiful school in a 250-acre campus – a wonderful setting for the whole community to live and work together and a splendid backdrop for teaching and learning.

Founded in 1611, Charterhouse is one of the world's leading coeducational independent schools, welcoming boarders and day pupils at 13+ entry and 16+ entry.

Surrounded by a world of opportunity and connected by a feeling of belonging, each pupil at Charterhouse is educated to embrace life's full potential, and empowered to carry this into their future. A Charterhouse education prepares for both academic success as well as laying the foundations for future professional, social and personal fulfilment.

The School is academically ambitious for every pupil, with all strands of a Charterhouse education leading towards being fully prepared for the real-world of tomorrow and equipped to grasp future opportunity.

The curriculum is all about choice for the individual and is firmly rooted in academic rigour, intellectual curiosity and independent learning. Year 9 pupils follow a real breadth of academic subjects, with the curriculum in Years 10 and 11 culminating in (I)GCSEs.

Pupils benefit from the dual offer available in the Sixth Form: A Levels with an Extended Project Qualification or the breadth of the IB Diploma Programme. A wonderful range of academic electives are on offer, including the Charterhouse Entrepreneurship Diploma (accredited by the Institute of Enterprise and Entrepreneurs) and the Ivy House Leadership Award.

From an outstanding and varied academic education to the raft of co-curricular options – opportunities abound at Charterhouse. With over 80 activities, the co-curriculum is an essential strand of a Charterhouse education, combining opportunities for leadership development, creativity, exercise and team work.

The Boarding House teams are at the heart of supporting each young person on their journey through the School. The Heads of House live in the Houses, and are supported by a team of tutors and pastoral staff – two of whom are also residential. The House Teams are supported by a 24-hour Health Centre and pupils also have access to support through the Wellbeing team, counsellors and chaplaincy.

Shared values are central to life at Charterhouse, enabling each person to be themselves – everything at Charterhouse begins with kindness. We warmly welcome applicants who will share our values and with the enthusiasm and energy to make a significant and lasting contribution to life at the School. Together we can ensure that Charterhouse continues to be a world-class education provider.

PERSEVERANCE CHARTERHOUSE RESPONSIBILITY MORAL COURAGE OPEN-MINDEDNESS KINDNESS

Our Values

At Charterhouse we recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us in order to live our motto: '*Deo Dante Dedi*' – God having given, I gave.

Everything we do at Charterhouse is centred around living to our core set of values. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life. Of these, kindness – to ourselves and to others – is the most important and something we encourage in all pupils from their very first day.

We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each child feels valued and can flourish. Every year we welcome children from a diverse range of backgrounds and experiences; this enriches our community and is vital in preparing all our pupils for today's world.

Why Choose Charterhouse

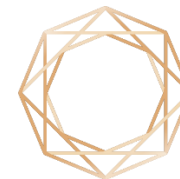
Charterhouse is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a world-class school at the forefront of educational innovation. Throughout this job description you will see the many reasons to join us. Below are some practical benefits that are offered, complementing a generous remuneration package:

- Competitive contributory occupational pension scheme
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Cash Health Plan currently provided by +Medicash
- Personal Accident insurance
- Access to an Employee Assistance Programme
- Membership of the School Sports Centre
- Membership of the School's 9-hole golf course at a reduced subscription
- Lunches, during your normal working day
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Use of the School Library to borrow books & other media.



'Dynamic and energetically ambitious'

- CARFAX TOP 120 SCHOOLS IN THE WORLD



PRINCESS ROYAL
TRAINING AWARD
2023

'Crackling with dynamism, this is a place
where things are always happening.'

- TATLER SCHOOLS GUIDE 2023



Teacher of French

The temporary Teacher of French will be covering for sickness absence, and will be an inspirational, innovative and ambitious member of a talented, supportive and hardworking team. They will be an outstanding teacher of all year groups in the School (Years 9 to 13).

Modern Languages Department at Charterhouse

The modern languages department team consists of seventeen talented and committed teachers, five of whom are native speakers supported by two language assistants. The modern languages centre is a state-of-the-art building with an office and fourteen dedicated classrooms each equipped with a desktop, projector and smartboard. Most full-time staff have their own classroom.

Whether we are teaching Fourth Form beginners (Year 9) or an A-level or IB group, we aim to stimulate within our pupils a love of language learning and foreign cultures in general. Our approach includes outside lectures, visits to see films, plays, exhibitions, as well as trips abroad. There are language societies, including MFL debating societies and interschool competitions for Sixth Form and Year 10 pupils, who organise activities and events throughout the year. In the last three years, our Sixth Form French debating teams qualified twice for the national stage, gaining the sixth and fifth place nationally. The department prides itself on having of a team of dedicated and passionate teachers with a wide variety of skills and interests who work tirelessly to provide our pupils with the necessary tools to become linguistically competent and to develop an insightful understanding of the foreign cultures they study. A healthy number of our Sixth Form students carry on studying languages at university every year.

When joining Charterhouse in the Fourth Form (Year 9), all pupils can choose to study two or three languages from French, German and Spanish, which they can then continue through to GCSE. In the Sixth Form, pupils can study French, German, and Spanish for either A-level (AQA specification) or the IB at Standard Level or Higher Level. Pupils can also study Italian or Mandarin for the IB diploma programme.



Overall Purpose and Responsibilities

All Teachers are responsible, through their Head of Department (Head of individual language and Head of MFL) to the Deputy Head (Academic) or Assistant Head (Academic), in turn to the Head for the academic performance, organisation and administration of the teaching to pupils according to a set timetable and curriculum, in addition to the general responsibilities of a teacher within a boarding school environment.

Integral to this is the need to promote the values of Charterhouse in order that pupils acquire the values, attitudes, skills and knowledge needed to make a positive contribution to society. For early career teachers the taught timetable is reduced compared to experienced teachers and a bespoke package of training and support is available. For experienced teachers there are numerous opportunities to contribute to the development of the department and ensure pupils at all levels receive a curriculum that presents inspiring and enjoyable challenge enabling them to grow.

Curriculum

- Teach engaging lessons that maximise the progress of all learners according to a set timetable per week as well as being available for private study supervision or emergency cover;
- Set and mark work in accordance with School and department policies, giving constructive feedback from appropriate tasks, and maintain accurate records of pupils' attainment and academic progress and writing assessments and reports on pupils as required;
- Draw up and deliver schemes of work, including opportunities for stretching the highest attaining, SEND considerations and the setting of homework and regular testing;
- Deliver coursework and controlled assessments for chosen syllabuses, in line with examination board guidelines, ensuring internal and external deadlines are met;
- Support the targets of the school development plan through the implementation of the departmental development plan;



Rooms and Resources

- Ensure classrooms and associated areas are secure, safe, and orderly for pupils;
- Ensure that departmental areas provide a stimulating and attractive learning environment which project a positive image of the department;
- Be aware of and ensure departmental and individual compliance with all Health and Safety requirements, including off site activities;
- Develop and share resources and good practice with the rest of department, contributing to departmental meetings and the development of the on-line departmental handbook;
- Issue and ensure the return of resources and other subject-specific materials required by pupils.

Communication

- Monitor the progress of all pupils, giving constructive feedback from oral, written or examinable tasks;
- Maintain up-to-date written documentation of such monitoring;

- Attend meetings, including (but not limited to) staff meetings, chapel services, INSET days, and parents' briefings;
- Communicate with parents over pupil progress both at planned school events (such as Parents' Briefings) and on an 'as-needs-be' basis (either by email or face-to-face);
- Actively participate in the promotion of the School e.g. on open days.

Professional Development

- Show evidence of and a continuing interest in professional and personal;
- Participate in the Teaching Staff Annual Review system;
- Provide support to colleagues in the department for the maintenance of good order and discipline.

Additional Responsibilities

- Ensure that lessons are covered and work is set when absent, in conjunction with the Head of Department;
- Additional responsibilities in the school or department may be available;
- Be available to provide extra teaching outside the timetable where appropriate and as reasonably required by the Deputy Head (Academic);
- Invigilate exams (internal and external) as reasonably requested by the Examinations Officer and in accordance with the regulations of the Examining Boards;
- Accept and take on responsibilities within their department as reasonably required such as assisting with the setting and marking of internal examinations, entrance examinations and scholarship examinations/assessments as required, including the recording of results;
- Assist the Head of Department in the organisation and supervision of departmental trips and academic support sessions;
- Help in organising departmental cultural and language events and organising and/or accompanying one trip abroad during part of the holidays annually.

Pastoral Care

- Play a full part in the pastoral responsibilities associated with working in a boarding school seeking to keep all pupils safe, secure and supported during their time at Charterhouse.
- Act as a Tutor, supporting the overall development of pupils in their academic, pastoral and co-curricular lives at School. Tutors are all attached to a boarding house and will undertake weekly evening House duties and School-wide supervision duties as required.
- As a full boarding school, with a broad co-curricular offering, candidates with the relevant skills, ability and experience to contribute to these aspects of the School are of particular interest. Please make reference to these areas in support of your application.

Co-curricular Responsibilities

- Uphold and promote the values of Charterhouse to help pupils develop the attitudes, skills, knowledge, and values necessary for making a positive contribution to society.
- Actively engage in promoting the School both within the community and, when reasonably required, beyond it.
- Participate fully in leading and supporting co-curricular activities provided for pupils.
- Promote and assist with the development, delivery and supervision of pastoral and academic enrichment activities such as co-curricular projects and subject-related societies.

Safeguarding

- Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.



No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position



Person Specification

Qualifications

Essential: a good Honours degree relevant to the teaching aspect of the role

Desirable: a recognised teaching qualification, such as a PGCE (the role may suit a newly qualified teacher)

Relevant Experience/Knowledge & Technical Competencies

- a genuine interest in French culture and a highly competent and proficient French language speaker;
- natural flair for inspiring pupils of all abilities and enhancing pupil learning;
- ability to understand and demonstrate outstanding teaching within a co-educational environment;

- problem solving – analysing the task to be undertaken, together with reviewing and evaluating the outcomes;
- outstanding communication and interpersonal skills;
- commitment to continual personal and professional development;
- ability to work collaboratively and supportively with colleagues within the department, school and with colleagues in other organisations;
- ability to motivate and encourage participation in activities both inside and outside the classroom and a willingness to take part in and/or organise trips abroad and visits annually;
- nurturing and supporting pupils' wellbeing with well-developed pastoral instincts.

Personal Competencies / Skills

- capable of turning a vision into results and able to inspire and motivate others through verbal and written communications
- genuine enthusiasm for French language and confidence in communicating this to pupils;
- deployment of a range of teaching resources and strategies so that pupils enjoy lessons tailored to their individual educational needs and all pupils maximise their progress;
- proactivity, empathy and the ability to form strong relationships with pupils and colleagues;
- ability to use initiative and make positive contributions to the life/work of a busy department;
- high levels of literacy, possession of good keyboard skills and the ability to use software such as *Microsoft Office 356* or equivalent;
- ability to organise and manage time effectively to meet the demands of the teaching week, including commitment to a role which will require work outside of normal hours;
- desire to contribute to the wider life of the School having the ability, skill and experience to contribute to extra-curricular activities.

Application Process



Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

Visit our website – Employment Opportunities

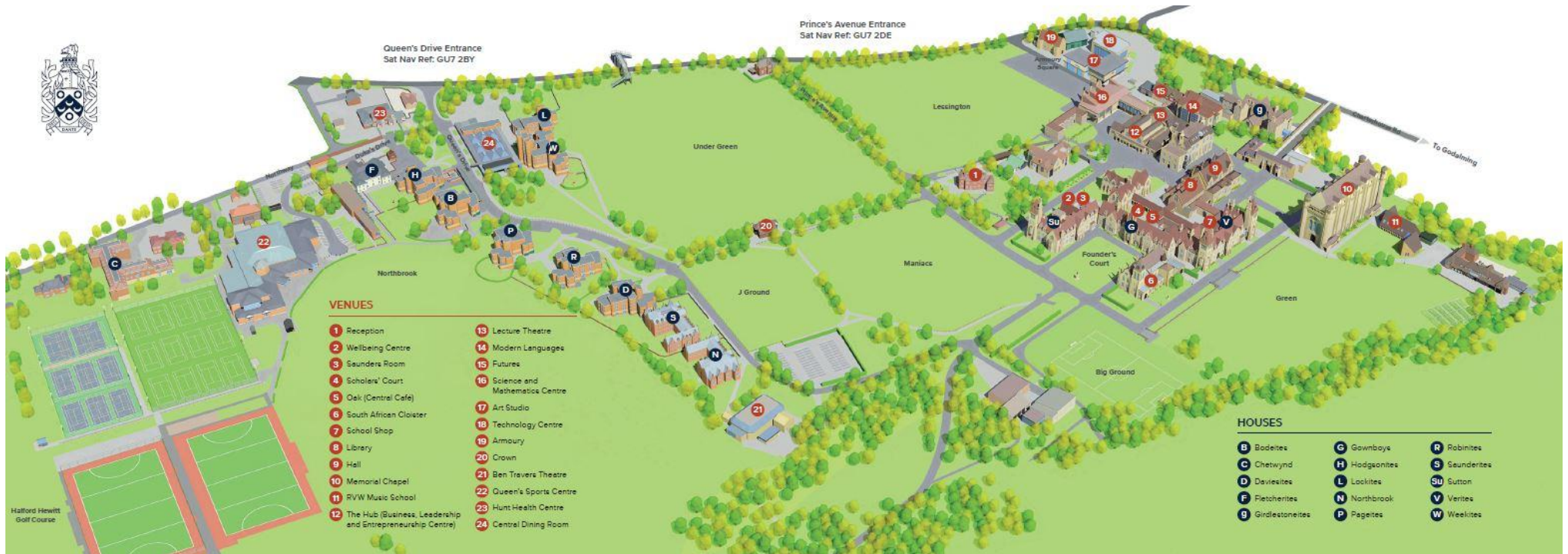
We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.

If candidates would like an informal conversation before applying, Madeleine Hyman (Head of French) would be very happy to talk with you. Please contact her by email (mkh@charterhouse.org.uk) to arrange a mutually convenient time.



The closing date for applications is 12 noon on Thursday, 24 April 2025.
Interviews will be held shortly after the closing date.

The Charterhouse Campus



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