



# EATON HOUSE THE MANOR PRE-PREP

## JOB DESCRIPTION

### HEAD OF FRENCH

Required for January 2022

#### HISTORY, AIMS AND ETHOS

The Eaton House Group of Schools was founded in 1897, previously known as Eaton Gate School, and has expanded to two sites in London: Belgravia and The Manor, situated on Clapham Common. Originally a boys' school, The Manor now comprises a Girls' School on site for children aged 4 to 11, a separate Boys' Pre-Prep from ages 4 to 8 and a Boys' Prep, from ages 8 to 13. It is a non-selective, nurturing and academically rigorous school with outstanding teachers. Eaton House Belgravia has a co-educational nursery and boys only education from 4-11.

The school believes that learning should be an exciting journey and all aspects of school life are tailored to ensure that the boys' natural curiosity and eagerness to learn are harnessed in these formative years. Approximately 240 boys start at the Pre-Prep School where they spend four happy years before moving seamlessly on to the Prep School at eight years of age. The staff at both sites are made up of bright, passionate and experienced educators who are ambitious for the children, are their guides and supporters and offer the very best in pastoral care. Working together, boys are encouraged to strive and persevere to be their best selves and to develop into well-rounded young men, respectful of each other and aware of their responsibilities.

All the schools are well known for their academic drive and outstanding results across the board. Our understanding of all children and their different levels of development are addressed effectively with an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.

Eaton House Pre-Prep has a non-selective entry for boys aged 4 to 8 years old. The boys are both nurtured and stretched to ensure they achieve the highest standards in the classroom, on the games pitch, and in their manners and behaviour. A blend of traditional and forward-thinking teaching methods and a thorough and pacey curriculum ensure that all boys are fully prepared for Prep school life.

The boys start in the Kindergarten (Reception) which has a three-form entry.

Eaton House Belgravia also has a non-selective entry for boys in to the Kindergarten (KG) classes. For the occasional places in other year groups, boys have to pass through a rigorous selection procedure. Personalised learning plans for all pupils ensure each boy receives the challenge and support needed to enable him to access the next phase of learning, both academically, socially and pastorally.

Empowering boys to see the relevance and application of their in-school learning to their out of school lives, is a central element to the school's approach. This enables learning to become a full part of their lives, to join up the thinking between in school and out of school activities and to stimulate the boys in thinking, 'Where can I take my learning next?'



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#### CORE RESPONSIBILITIES

The Head of French is responsible for the educational development in relation to French language and culture of all pupils assigned to them by the headteacher.

#### TEACHING AND LEARNING

The Head of French will be required to:

- Teach French lessons to all classes (Kindergarten, Year 1, Year 2 and Year 3),
- Plan, prepare and develop schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the boys in the class;
- Deliver lessons that inspire, motivate and engage boys, setting and marking differentiated work as appropriate;
- Develop a good understanding of the Early Years, Key Stage 1 and Key Stage 2 curricula and keep abreast of developments in current educational thinking and practice;
- Maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning;
- Liaise with the Head of Learning Enrichment (SENDCo) regarding pupils with diagnosed or emergent special educational needs;
- Organise and accompany trips and workshops, on occasion;
- Undertake any administrative and other tasks related to the post, either at the direction of the Headteacher or Deputy Headteacher or through using his or her initiative;
- Attend regular subject co-ordinator meetings with the headmaster to monitor the effectiveness of the French curriculum and to create action plans for improvement;
- Oversee the ordering and maintenance of equipment and resources, in consultation with the Headteacher.

#### ASSESSMENT AND REPORTING

The Head of French will be required to:

- Mark and assess pupils' work and to record their development, progress and attainment;
- Assess and mark internal assessments;
- Provide oral and written assessments, reports and references for individuals and groups of pupils;
- Write termly reports for all pupils in line with the school's reporting policy.

#### PASTORAL CARE

The Head of French will be required to:

- Build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress;
- Be actively involved in promoting the wellbeing of pupils in French lessons;

#### PASTORAL CARE (CNTD)



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The Head of French will be required to:

- Provide a positive role model for pupils in terms of personal standards of conduct, appearance and punctuality;
- Report any academic or behavioural problems to the Year Coordinator, Deputy Head and Headteacher.

#### **WIDER RESPONSIBILITIES**

The Head of French will be required to:

- Attend INSET sessions as required by the Headteacher;
- Contribute to and maintain displays in the school as a whole;
- Take part in the life of the school by attending assemblies, registering the attendance of pupils and supervising pupils during breaktimes and lunchtime, where possible;
- Contribute fully to the wider / extracurricular life of the school:
  - Carry out duties;
  - Lead an after-school club;
  - Attend other school events as required (parents' evenings, productions, sports day, music concerts, house competitions, etc)

#### **SALARY**

The school has its own competitive salary which is reviewed annually. The Teachers' Pension Scheme is available to all staff.

#### **SAFEGUARDING AND CHILD PROTECTION**

Eaton House Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

#### **APPLICATION DETAILS**

Please send by post or email a completed and signed application form and the Disqualification Self-Declaration form included in the application pack, along with any administrative enquiries, to:

[hr@eatonhouseschools.com](mailto:hr@eatonhouseschools.com).

Any queries about the specifics of the role should be addressed to the Head of Human Resources, Miss Jessica Morse, at [hr@eatonhouseschools.com](mailto:hr@eatonhouseschools.com) or on 0207 924 6000.

*The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he 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 s/he must report any concerns to the school's child protection officer or to the headteacher.*