

TEACHER OF FRENCH WITH SPANISH

SEPTEMBER 2020

Job Description

THE COLLEGE AND ITS ENVIRONMENT: Lord Wandsworth College (LWC) is one of the country’s leading co-educational boarding and day Colleges for approximately 650 pupils aged 11-18. Set within 1200 acres of its own farmland on the North Hampshire/Surrey border, LWC offers a rich education designed to allow its pupils to flourish in a rapidly changing and challenging 21st-century world. A pioneering character education programme overarches the excellent academic, co-curricular and pastoral provision, through which countless opportunities are created for all pupils to develop the qualities and attitudes of mind needed to lead successful and fulfilled lives now and in the future. The College was founded in the early twenties to provide an education for children who had lost one or both parents and their time was spent not only in the College but also working on the farm which was, and remains, an integral part of the LWC landscape. After the War fee payers were admitted and the agricultural side of the school diminished. The Foundation is central to the ethos of the College, and the Lord Wandsworth Foundation still continues to support about fifty children whose families are unable to afford the fees and who have lost the support of one or both parents through death, divorce or separation. These Foundationers, although not identified in any way in the College, add a stimulating dimension to the College’s make-up.

OVERVIEW OF THE COLLEGE:The College is a boarding and day College with six full days’ teaching and activities a week. Pupils have lessons from Monday to Friday but have a varied programme of non-compulsory intellectually enriching co-curricular activities on Saturdays. The College is divided into one junior and seven senior houses. The majority of the pupils return home on a Saturday after games and return on a Sunday evening or Monday morning. Sixty or so full boarders remain over the weekend.

The College had an ISI Inspection in 2017. The report may be read at [www.isi.net](http://www.isi.net)

THE ROLE: The successful applicant will join a department of 11, including language assistants. The requirement for teaching is French from Year 7 to Year 13 and Spanish from Year 7 to Year 11. The French courses are *Expo* and *Kerboodle* for years 7-11 and *Dynamic Learning* and *Kerboodle* at A Level. The Spanish courses used are *Mira* for years 7-9, and *Kerboodle* for years 10-11. Both Spanish and French use the AQA specifications at GCSE and at A Level. You will be expected to carry out the professional duties of a teacher as circumstances may require and in accordance with the College's policies under the direction of the Headmaster.

PERSON SPECIFICATION: We are looking for a lively and dynamic teacher to inspire and teach students across the year groups and to contribute to the flourishing and forward- looking department. It is expected that the successful candidate will have a genuine enthusiasm for French and Spanish. Experience in teaching A Level is preferable, although the post may also suit an outstanding NQT.

THE DEPARTMENT: The MFL Department at Lord Wandsworth College is a lively, dynamic environment, where ideas are always welcomed. We are extremely successful, with excellent GCSE and A-level results, and with a healthy number of students currently studying at A Level, despite the national trends in the take-up of languages. We offer a range of extra-curricular events, such as regular film evenings and theatre visits, and our languages prefects are involved in many departmental and whole-school initiatives. We organise a biennial homestay visit to Montpellier in France for our GCSE pupils, an U6 work experience week for our A-Level French group, a biennial homestay visit to Granada in Spain for our GCSE and A-Level pupils and a KS3 French and Spanish trip on rotation.

All full-time teachers have their own classroom equipped with interactive whiteboard; we have a dedicated IT and resources area with computers, books, magazines and a set of 20 iPads; we also have our own staff area, with photocopier and central storage of all resources for all languages.

TEACHING AT LWC: Teaching at LWC requires that members of the academic staff be willing to contribute fully to the life of the College. This includes tutoring, co-curricular involvement, boarding house duties, cover duties and attending parents’ evenings for the year groups taught. Liaison with parents is included in the sphere of the teacher’s responsibilities. Part-time staff will be required to take on similar additional tasks in proportion to their teaching load. They will be required to attend all parents’ evening of year groups they teach.

RESPONSIBILITIES:

1. Planning, Teaching and Class Management

Teach allocated pupils by planning your teaching to achieve progression of learning through:

* Identifying clear teaching objectives and specifying how they will be taught and assessed;
* Setting tasks which challenge pupils and ensure high levels of interest;
* Setting appropriate and demanding expectations;
* Setting clear targets, building on prior attainment;
* Being aware of and making provision for all pupils with individual learning support needs;
* Being aware of and making provision for all EAL pupils;
* Being aware that all pupils need to be stretched and challenged;
* Providing clear structures for lessons, maintaining pace, motivation and challenge;
* Making effective use of assessment and ensuring coverage of programmes of study;
* Maintaining discipline in accordance with the College's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and PREP;
* Using a variety of teaching methods to:
  + Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
  + Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
  + Select appropriate learning resources and develop study skills through library, ICT and other sources;
* Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
* Evaluating your own teaching critically to improve effectiveness;
* Liaising with your Head of Department to ensure the implementation of department policy and best practice.

1. Monitoring, Assessment, Recording, Reporting

* Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* Mark and monitor pupils' work and set targets for progress in line with the College’s Marking and Assessment policy and the departmental policy;
* Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
* Undertake assessment of pupils as requested by examination bodies, departmental and school procedures;
* Offer informative and formative feedback to parents at parents’ evenings;
* Undertake assessment of pupils in line with departmental and College procedures, and adhere to the College’s systems for reporting to parents.

1. Other Professional Requirements

* Have a working knowledge of teachers' professional duties and legal liabilities;
* Operate at all times within the stated policies and practices of the school;
* Know subject(s) or specialism(s) to enable effective teaching;
* Take account of wider curriculum developments;
* Establish effective working relationships and set a good example through your presentation and personal and professional conduct;
* Endeavour to give every child the opportunity to reach their potential and meet high expectations;
* Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, department and pupils;
* Take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings, and events with partner schools;
* Take responsibility for your own professional development and duties in relation to College policies and practices;
* Liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you

CO-CURRICULAR ACTIVITIES: The successful applicant will be expected to be fully involved in co-curricular activities. For example, the ability to coach games and/or offer expertise or enthusiasm within the co-curriculum would be an advantage.

Other duties:

All full-time teachers are expected to:

* Have a tutor group
* Do one evening duty in a boarding house each week if accommodated on site
* Contribute to the co-curricular programme, including on Saturdays (approximately 2 - 3 sessions per week minimum)
* Carry out other rota duties (tea, lunch, boarder trips etc.)
* Carry out other tasks reasonably required by the Headmaster

DIRECT LINE MANAGER: Sarah Badger, Head of Modern Foreign Languages.

OUTLINE OF MAIN TERMS, CONDITIONS & BENEFITS

PAY: Competitive pay scale, in line with the LWC teaching payscale and dependent on experience.

HOURS: Full time, academic 20 x 50 minute lessons per week, Monday to Friday including a rota of weekend co-curricular activities and boarding duties. However, your hours are not fixed and will vary in accordance with your teaching and other duties. Those hours and duties are reflected in your remuneration.

In particular, you may be required to work for short periods before the beginning and after the end of any term and to attend training courses and/or seminars during the College holidays.

HOLIDAY ENTITLEMENT: Subject to working those hours required before and at the end of your paid holiday entitlement comprises the normal College holidays.

PROBATIONARY PERIOD: A contractual 12-month probationary period will operate; regular monthly reviews will take place throughout the probationary period with your direct line manager, with final review prior to 12-month. After successful completion of the given probationary period, an annual appraisal will take place.

BENEFITS & PENSION: Benefits associated with the position include death in service cover. You may be eligible after three months service to our Group Medical Insurance Scheme and College’s contributory Group Personal Pension Scheme; premiums of both schemes are paid by the individual. Use of the College sports facilities. Lunches are provided in the Common room during term time only.

HEALTH AND SAFETY: All members of staff must comply with Health and Safety legislation and policies and Equal Opportunities policies.

CHILD PROTECTION: Schoolchild protection procedures must be adhered to. All staff are required to attend a Child Protection course run in-house during their induction period, which covers confidentiality aspects of working as a team.

DISCLOSURE AND BARRING CHECK (DBS): All new employees at Lord Wandsworth College can only be employed once a Criminal Background Check and Children’s Barred List check has been carried out by the DBS, and satisfactory references have been obtained.

DATA PROTECTION ACT: All members of staff are bound by the requirements of the Data Protection Act 1998 and it successors, and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal. As such, you will be expected to comply with statutory Data Protection and implement good practice in data handling processes.

DISCIPLINARY AND GRIEVANCE PROCESS: The College complies with the ACAS statutory Code of Practise on discipline and grievance, providing practical guidance to employees, their representatives and the line manager and sets out principles for handling disciplinary and grievance situations in the workplace.

EMPLOYMENT POLICIES: For further information on all College policies including the Disciplinary and Grievance process, please access the VLE/Resources/Staff/Polices on the following link: <http://vle.lordwandsworth.org/policies>

RESPONSIBILITY FOR OWN CONTINUING EDUCATION/TRAINING**:** All employees have the responsibility to take part in any appropriate in-house or off-site courses or training that are deemed necessary for performance of the role.

INDUCTION: The school follows an established induction programme for all new staff comprising mandatory training for those working in education. Appropriate training is mandatory.

FURTHER INFORMATION: Any further employment or application questions should be directed to the HR Recruitment and Compliance Co-ordinator on 01256 860316 or richmondj@lordwandsworth.org Alternatively, please contact the HR Advisor on 01256 860217 or patemanj@lordwandsworth.org

*Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of our progressive and developing College environment.*

*AJW*

Oct 2019

Please sign below to confirm that you have read and accepted the role as defined above. I acknowledge of this receipt of this document. I am aware a signed copy will be kept with my records of employment.

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| Employee signature: |  | Date: |  |
| Print name: |  | | |