



# Lady Margaret School

**Part-time (0.8 FTE) Teacher of French**  
**Application Pack**







## Letter from Headteacher

Dear Candidate,

Thank you for showing interest in the post of part-time (0.8 FTE) Teacher of French at Lady Margaret School.

Founded over 100 years ago, the school has a proud and successful heritage in educating girls. Following our centenary year, we are also looking to the future with the expansion of the Sixth Form and a move to a permanent four forms of entry.

We wish to appoint a part-time (0.8 FTE) Teacher of French to be part of shaping that future, to build on the great strengths of the school, maintaining the highest academic and behavioural standards, whilst adapting to the fast changing educational landscape.

Lady Margaret School has always been a high performing school, as testified by its most recent 'Outstanding' Ofsted and SIAMS ratings. Recent results at GCSE have continued these high standards whilst reminding us of the challenge of building 'added value' for girls of all abilities. At A level, we enjoyed excellent results in 2019 and we continue to offer a rich curriculum for our students.

This post offers the chance to work with a committed and experienced staff as part of a learning community supporting each other to develop an innovative and exciting curriculum. This is a unique opportunity: to work in a school with a strong and proud heritage and to help lead it into the next exciting chapter in its history.

Thank you again for your interest in joining us.

Yours sincerely

Elisabeth Stevenson  
Headteacher



# Part-time (0.8 FTE) Teacher of French

Inner London Teachers' Pay Scale

January 2020 Start, Permanent Position

Lady Margaret School is a comprehensive Church of England school for girls aged 11-18. It is situated on Parsons Green in West London, and serves a diverse local community. It was founded in 1917 and became an Academy in September 2012. The school is extremely successful and over-subscribed. Staff, students and parents work together to develop each individual student within a culture of high expectations and respect. We aim to empower students to achieve high aspirations for themselves within a culture of hard work and respect for everybody.

Our exam results reflect the hard work of our staff and students. In 2019, 91% of our girls attained GCSE English and Mathematics at grades 9-4. At A Level, our results are consistently outstanding, with high numbers of girls progressing to a wide range of Higher Education courses. In 2019 63% of grades were A\*-B. Students at LMS have an excellent record of securing offers from top universities.

Following our centenary year, we look forward to building on this success. We are looking for a talented and enthusiastic professional to join our Modern Foreign Languages Department on a part-time basis (0.8 FTE) in January 2020. The successful candidate will teach French across the full age and ability range. The experience or the ability to teach French to A level, including the teaching of French literary texts and or film, is essential, as well as an understanding of French culture, history and contemporary issues. As a member of our staff community you will have the chance to work with a strong staff team to build on the current successes of the school as we move forward into the next stage of our development.

Closing date for applications: Monday, 14th October 2019, 9.00am

Interviews will be held on: Tuesday, 15th October 2019

For further information about this position, and an application form, please refer to our website ([www.ladymargaret.lbhf.sch.uk](http://www.ladymargaret.lbhf.sch.uk)), contact Mrs Wendy Gainham by email ([recruitment@ladymargaret.lbhf.sch.uk](mailto:recruitment@ladymargaret.lbhf.sch.uk)) or telephone 020 7736 7138 (8.30 am till 4.30 pm).

Lady Margaret School is committed to safeguarding children. The successful candidate will be subject to an enhanced DBS check.





## Lady Margaret School MFL Department

All pupils at Lady Margaret School study both French and Spanish from Year 7. The classes are taught in mixed ability groups with pupils who show a keen interest in languages. Rooms are usually equipped with interactive whiteboards and the department has a variety of resources to be used in the lesson.

As a teacher of French and Spanish, you will be part of a department with an additional four experienced teachers who value team work and work to maintain high standards of teaching. Edexcel is the board used for examinations both for GCSE and A-level (for both French and Spanish).

All pupils continue studying at least one language at GCSE and we have excellent results. A substantial number of students decide to keep both languages at GCSE or carry on to A-level. We also give students in Years 11 and 13, the opportunity to gain a community language qualification in a home language.

As part of the MFL department, you will be working very closely with the other teachers in the team as well as with the other members of staff (we have two Language Assistants, one for each language). The Language Assistants are involved in the planning of lessons and delivery of the course, especially at A-level.

Enthusiasm and openness to share ideas are a central part of our department, in addition to a willingness to participate in extra curricular activities and trips. These are some of the main features of our department:

- We expect high standards of the pupils and reward them accordingly;
- We aim to promote languages and language learning, making the experience enjoyable;
- We encourage progress, not based on ability but on effort and sound work right from year 7;
- We use grammar as a corner stone in our teaching, through a variety of activities, to ensure a sound use of language;
- We encourage contributions from all pupils and aim to develop an awareness of the world beyond languages lessons, in particular with students in the 6th Form;
- We aim to develop the pupils' understanding of the importance of languages in their studies as well as an advantage for future careers;
- We reflect on our own practice, share ideas and work as a team to adapt to the needs of our students;



## Job Description — Teacher of French

**Job Title:** Teacher of French

**Reports to:** Head of MFL

**Responsible for:** Delivering the highest quality learning experiences to pupils learning French

**Start Date:** 1st January 2020

**Salary:** Main Scale—Upper Scale, dependent on experience (Inner London)

**Disclosure level:** Enhanced

**Roles included:** Classroom Teacher, Form Tutor

### Job purpose:

To support the outstanding outcomes of the MFL Department by teaching an exciting and challenging French curriculum, teaching consistently high-quality lessons, and promoting exceptional levels of academic development, attainment and wellbeing for LMS girls.

### Overview:

1. To deliver consistently high quality lessons to pupils to enable them to make outstanding progress.
2. To support the development of an engaging, challenging and accessible Science curriculum for each year group that supports pupils to make outstanding progress.
3. To make a valued contribution to the school's pastoral and extra curricular programmes, including trips and school visits.
4. To be a committed Form Tutor, supporting the personal development and well-being of the girls in your tutor group.

### Classroom Teacher:

1. Plan and deliver high-quality, challenging lessons
2. Prepare pupils for any internal or public examinations, to enable each pupil to achieve her potential.
3. Maintain high expectations of pupils and set them challenging but achievable targets.
4. Understand your responsibilities for pupils with particular educational needs. These will include identifying pupils with special educational needs, adapting your teaching accordingly, seeking advice from colleagues including the SENCO when appropriate.
5. Follow all relevant school and departmental policies in the planning and delivery of lessons.
6. Where a member of staff is under allocation to do cover lessons where necessary.



## Job Description—Teacher of French cont'd

### **Assessment, reporting and communication**

1. Implement the school approach to assessment and feedback to inform planning, develop learning and evaluate pupils' progress.
2. Provide formative oral and written feedback to help pupils reflect upon and improve their work.
3. Make effective and regular use of the school's assessment criteria and reporting procedure to inform learning.
4. Maintain regular records of pupils' attainment and progress.
5. Attend parents' evenings and Open Evenings as required.

### **Professional development**

1. Demonstrate a commitment to continuous professional development by participating in opportunities to build your capabilities as a teacher.
2. Maintain an up-to-date expert knowledge of your subject area, relevant aspects of the curriculum and exam board requirements.
3. Ensure you understand your professional responsibilities in relation to school policies and practices.
4. Evaluate your own teaching critically and use this to improve your professional development.

### **Form Tutor Responsibilities**

1. Maintain a holistic overview of the academic and pastoral progress of your tutees, including monitoring their wellbeing, and academic progress.
2. Develop strong relationships with tutees based on trust and respect.
3. Deliver the PSHE curriculum to tutees in the weekly PSHE lesson.
4. Implement attendance, rewards, sanctions, behaviour and monitoring policies, including maintaining a weekly check of girls' day books.
5. Work with the Head of Year to identify the need for Intervention planning where necessary.
6. Monitor the safeguarding and welfare of girls in your tutor group
7. Make Heads of Year, SENCO and senior staff aware of any issues with girls as necessary.
8. Proactively engage parents to build positive home-school relationships. Act as the primary point of contact for parents of your tutees.
9. Model the ethos of the school.
10. Keep the form register and monitor patterns of pupil attendance / absence.



## Job Description—Teacher of French cont'd

### Notes

1. All the responsibilities outlined in this job description are subject to the general duties and responsibilities contained in the statement on conditions of employment under the Teachers' Pay and Conditions Act 1987.
2. This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the schools published time budget policy and have regard to Clause 4 (1F) of the teacher's conditions of employment.
3. This job description is not necessarily a comprehensive definition of the post it will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Staff are required to wear business dress and to be professionally presented.
5. Candidates must be in sympathy with the aims and objectives of a Church of England school and its ethos. (See prospectus for guidelines). Members of staff must support the church ethos of the school, including taking part in religious education and acts of worship.



## Person Specification—Teacher of French

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to at least degree level</li> <li>• Qualified to teach in the UK</li> <li>• Qualified to work in the UK</li> <li>• QTS or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Further professional qualifications</li> <li>• Experience of teaching A Level in this subject</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ability to deliver consistently outstanding lessons in this subject to pupils of all ages and abilities.</li> <li>• Proven record of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes.</li> <li>• Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.</li> <li>• Experience of haing designed, implemented and evaluated effective, imaginative and stimulating schemes of work.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of having worked successfully in at least one school in an urban, multicultural setting, teaching pupils from backgrounds of socio-economic disadvantage.</li> <li>• Successful experience of working particularly with high ability and SEN students.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of the requirements of the subject.</li> <li>• An understanding of the ways children learn and how individual needs may be assessed and met.</li> <li>• Good knowledge of current educational developments and initiatives relating to the subject and their implications.</li> <li>• An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively informed of developments in your subject area, and of broader pedagogic developments at local, national and international levels.</li> </ul>





## Person Specification— Teacher of French cont'd

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.</li><li>• The ability to develop positive relationships with all young people</li><li>• Well-developed planning &amp; organising skills including time management, prioritisation, delegation and administration.</li><li>• Ability to plan, monitor, evaluate, review and lead by example.</li><li>• Sound judgement and problem solving skills.</li></ul>	<ul style="list-style-type: none"><li>• An ability to use data confidently to inform planning.</li><li>• Competent user of ICT</li></ul>
<b>Motivation</b>	<ul style="list-style-type: none"><li>• Willing to support LMS school ethos as a Church of England school</li><li>• Willing to be fully engaged in the whole life of the school including extra-curricular activities.</li><li>• Willing to be a form tutor.</li><li>• Committed to working collaboratively with colleagues.</li><li>• A commitment to the safeguarding and welfare of all pupils.</li></ul>	<ul style="list-style-type: none"><li>• Experience of leading successful extra-curricular activities which inspire and motivate learners.</li></ul>