



**The Beacon**

An independent day school for boys aged 4 to 13 years

**Modern Foreign Languages Teacher  
(Spanish and French) - Maternity Cover  
Autumn Term 2019 (date TBC)**

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Year 7 2019 Trip to Benalmadena

Address: The Beacon  
Amersham Road  
Chesham Bois  
Amersham  
Bucks HP6 5PF

Telephone: 01494 736165

Email: [headspa@beaconschool.co.uk](mailto:headspa@beaconschool.co.uk)

Website: [www.beaconschool.co.uk](http://www.beaconschool.co.uk)

***The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.***

***The Beacon is an equal opportunities employer.  
Registered Charity number 309911.***

## From Will Phelps, Headmaster



Dear Applicant

We are looking for an inspiring Teacher of Spanish and French to join our strong team of linguists in our MFL department. The role available is to provide maternity cover assistance predominantly teaching Spanish and teaching pupils up to years 7 and 8.

The Beacon is a large independent prep school of over 530 boys aged between 4 and 13, set in on a 16 acre site near Amersham, Buckinghamshire, some 30 minutes from London by train/tube.

The school has superb facilities and resources that support a forward-looking educational environment, including the latest in IT technology and a newly built 250 seat theatre.

The cover is ideally required from the second half of the Autumn Term and if necessary, could start as late as 1 January 2020. The potential to live on site may also be available.

The Beacon has a wide diversity of events, trips and activities that take place across the year and as a pivotal member of our team, you would play a key part in school life. More detail is contained in the Job Specification below.

To give you a flavour of life at The Beacon please take a look around our website [www.beaconschool.co.uk](http://www.beaconschool.co.uk).

You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website too.

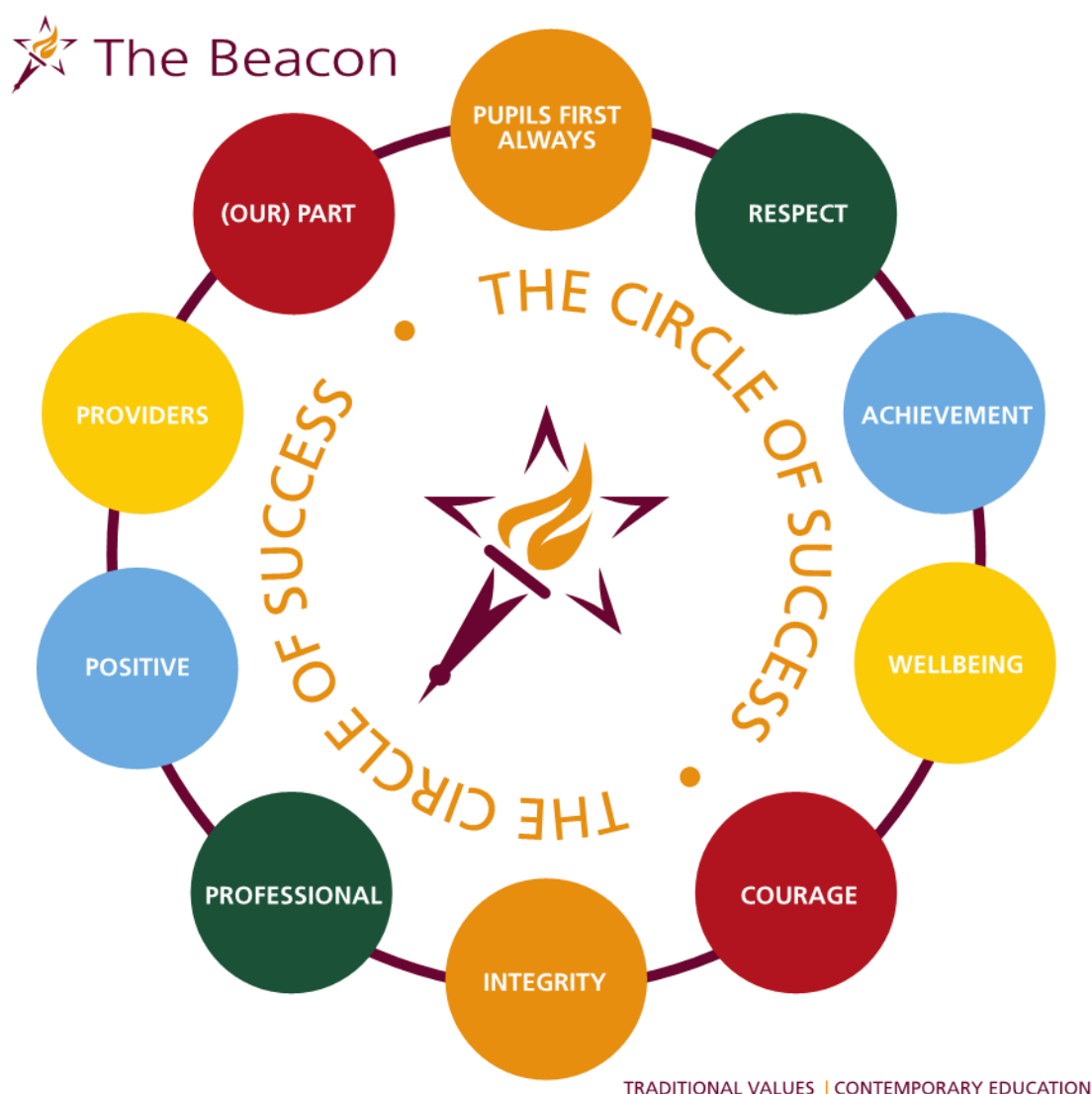
The Beacon is a remarkable school and we seek remarkable people. I look forward to hearing from you.

A handwritten signature in black ink that reads "Will Phelps". The signature is stylized, with the first name "Will" and last name "Phelps" clearly visible.

Will Phelps - **Headmaster**

## Professional Standards

The following is our 'circle of success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our school.



# The Role

## JOB DESCRIPTION

**Role:** MFL Teacher

**Reporting to:** Head of MFL

### **Academic Responsibilities as Teacher of Spanish and French:**

- To deliver lessons in line with the agreed curriculum and schemes of work in the relevant subject
- To mark and assess boys' work and progress in line with the school and departmental policies and to record assessments in a clear and informative manner
- As required, to report progress to parents at parents' meetings and in written reports
- To ensure that the boys' work is presented and maintained in an organised, appropriate and accessible format
- To work closely in a team with other language teachers and assistants and the Head of Department
- To liaise with the Head of Department to ensure that the needs of all boys with SEN are met
- To maintain records and notes on academic issues in the prescribed format
- To encourage and stimulate the boys to achieve excellence in all their endeavours and to expect high standards

### **Pastoral Responsibilities:**

- To look out for the well-being and pastoral needs of the boys in your classes and refer as necessary to the Head of Department assisting with records and notes as appropriate
- To reinforce the aims of the school and good behaviour

### **Departmental Responsibilities:**

- To work closely with the Head of Department to ensure that all departmental requirements are being met
- To keep the Head of Department informed of any issues arising concerning boys in the class or their parents
- To attend departmental meetings, staff meetings, Parents' Evenings, INSET sessions and curriculum meetings as required

### **Key Requirements** (*E = essential and D= desirable*):

- Teaching qualification (E)
- Experience of having taught the relevant language as a specialist subject (e.g. GCSE, A level or as specialist with independent prep school) (D)

In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.

## The Process

*The school is committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.*

*Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.*

The Application Form will need to be completed in full, but if for initial purposes you wish to send a CV instead, this will be accepted only at this very early stage of recruitment. The Application Form is available from the school website.

Your application should be sent with a covering letter:

- by e-mail placing MFL TEACHER in the subject line to [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)
- by post to: Mr Will Phelps, Headmaster, The Beacon School, Amersham Road, Chesham Bois, Amersham, Bucks HP6 5PF

The closing date for receipt of applications is **12 September 2019**

Interviews are likely to be held the week of 22 September 2019

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

