



## **French teacher (part-time)**

### **Job description**

#### **Background to the school**

Bassett House is a very happy and successful preparatory school in West London with approximately 200 pupils in a co-educational environment.

Working and contract conditions at Bassett House are excellent and the school is keen to invest in the professional development of its teaching staff. The school is part of the Dukes family of schools. There are cross-group employment possibilities, as well as a group approach to professional development, training and standards.

Almost all the children have been at Bassett House from the age of three or four, and one or two take up occasional places, after assessment, in each year group. Most families who send children to Bassett House live in the local area.

#### **FRENCH TEACHER (PART-TIME) - JOB DESCRIPTION**

Our aim at Bassett House School is to appoint staff who are committed to excellence in every sense, developing happy children who each achieve their full potential. The teachers' familiarity with the national curriculum, and the requirements and standards of senior schools that our children move on to, is essential. French is taught to a high standard and this role would suit a teacher with an MFL secondary qualification.

The teacher appointed will be expected to teach French across the school but an ability and willingness to teach all academic curriculum subjects and Latin would be an advantage. Art, drama, ICT, music and PE, in addition to French, are all taught by subject specialists at Bassett House.

Throughout the school, children are taught in mixed ability classes although effective differentiation is expected. Children from Bassett House move to a variety of excellent senior schools, both local day schools and boarding schools further afield. Generally speaking, every child will sit several competitive entry examinations and most will be interviewed at their prospective schools. There is fierce competition for entry to the more academically selective schools and preparation for the entrance examination process is dependent on the success of the teaching throughout the school.

Bassett House was graded excellent in all areas by the Independent Schools Inspectorate in November 2019 and the report can be read on our website.

Each classroom has a state of the art Apple Macintosh computer which is networked and there is access to the Internet, subject to the school's security firewall. Each form has an interactive whiteboard and there are also laptops with a wireless Internet connection, which may be used in class. Digital cameras, iPads, visualisers, scanners and other IT devices are also available.

Each member of staff is asked to offer an after-school club activity on one afternoon of each week in one term of each year (those offering an additional club are paid extra).

The school provides a number of INSET training days over each academic year. From time to time individual teachers are encouraged to attend courses offered by other organisations and supported by the school.

New members of staff receive a short staff handbook but for access to the Matrix, where all the school policies are visible, a username and password will be given. New members of staff also attend induction meetings with a member of the SLT or the headmistress at regular intervals, in order that newcomers to the school are welcomed, assisted and supported. Each new teacher will be assigned a mentor. Lunch and hot drinks throughout the week, are provided.

The school offers a choice of contributory pension schemes, either the final salary Teachers' Pension Scheme sponsored by the DfE or a money purchase scheme arranged by the school with Standard Life. However, participation in a pension scheme is not compulsory.

## **Duties of a French teacher**

### **Employment duties**

This job is to be performed in accordance with the provisions of the school's standard contract and with regard to the Core standards set out by the Training and Development Agency (see [www.tda.gov.uk/standards](http://www.tda.gov.uk/standards)).

Teachers are accountable to the headmistress and thence to the governors and should liaise with key staff and keep them apprised of any concerns that may be had about pupils or any matters regarding the teaching role and responsibilities.

### **Purpose**

The purpose of the job is:

- to organise and teach the children effectively, in accordance with school policy
- to play a part in the life of the school community and to support its distinctive aims and ethos
- to implement and deliver an appropriately broad, balanced, relevant and differentiated French curriculum for pupils and to support designated curriculum areas as appropriate
- to monitor and support the overall progress and development of pupils
- to facilitate and encourage a variety of learning experiences for children with the opportunity to achieve their individual potential
- to contribute to raising standards of pupil attainment and achievement.

- To foster an atmosphere where each child can reach his or her full potential in a nurturing and supportive environment

## **Teaching and Learning**

- carry out teaching duties in accordance with the school's schemes of work, the National Curriculum and to undertake a designated programme of teaching
- ensure that all planning takes account of Bassett House policies and National Curriculum requirements
- plan and prepare stimulating lessons which motivate and inspire pupils
- prepare thorough medium and short term plans for French
- liaise with colleagues to deliver units of work in a collaborative way, if appropriate
- work productively with others including teaching assistants, SENCOs, and the SLT to enhance pupil progression
- ensure the effective and efficient deployment of classroom support, if appropriate
- set targets for pupil attainment levels that demonstrate an understanding of the data available and make good use of it
- set work for pupils absent from school
- set appropriate cover work during periods of absence
- demonstrate good practice in the teaching areas of responsibility
- teach pupils according to their educational needs, including the setting and marking of work/homework carried out by the pupil in school and elsewhere.
- motivate and inspire pupils to engage positively with their learning and complete the tasks set with confidence and with interest
- ensure that cross-curricular links to ICT, literacy, numeracy, citizenship, PSHCE and school subject specialism(s) are reflected in the teaching/learning experiences of pupils
- incorporate the effective and innovative use of ICT across the curriculum
- enhance children's learning experience and to develop their ICT capabilities by using and contributing to the school's learning platform
- plan and prepare lessons to ensure a high quality learning experience for pupils
- develop, prepare and update top quality subject materials and resources
- use a variety of delivery methods which will stimulate learning, appropriate to pupils' needs and which will meet the demands of the syllabus
- maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework
- keep up-to-date with relevant initiatives and developments in areas of expertise
- review annually or more frequently, methods of teaching and schemes of work
- establish and maintain an attractive context for learning in the classroom, including the regular display of pupils' work to promote achievement
- to foster an atmosphere wherein caring relationships are likely to be nurtured

## **Assessing and Reporting**

- maintain appropriate records and provide relevant, accurate and up-to-date information, using ICT, on the school's data system
- analyse and use the data collected through the school's management information system to inform teaching and learning
- maintain lesson evaluations
- value the contributions of all the children and correct their errors in the most positive way possible, with reference to the school's marking policy
- report progress against targets for all pupils
- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils

- liaise with parents and attend parents' evenings

## **Standards**

- support the aims and ethos of the school
- set a good example in terms of dress, punctuality and attendance
- respond to communications professionally, efficiently and effectively
- attend and participate in open mornings, information evenings and school performances
- uphold the school's behaviour code and uniform regulations.
- attend and participate in curriculum and staff meetings
- contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures
- seek/implement modification and improvement where required
- control and oversee the use and storage of all textbooks, stationery and other teaching materials used

## **Other Key Tasks, Responsibilities and Activities**

- to comply with the school's Health and Safety policy and undertake risk assessments, when necessary
- to report accidents accurately and in a timely manner, using the accident report form
- to report and address repair and maintenance issues, as appropriate
- to communicate effectively and courteously with parents/carers of pupils, as appropriate
- to assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies
- to contribute to the development of the curriculum development plans and their implementation
- to undertake continuous professional development in the relevant areas including subject knowledge and teaching methods
- to work as a member of a designated team and contribute positively to effective working relations within the school
- to take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- where appropriate, to communicate and cooperate with persons or bodies outside of the school
- to follow agreed policies for communication in the school
- to take part in marketing and liaison activities such as open days, information evenings and parents' evenings
- to contribute to the development of effective subject links with external agencies
- to assume appropriate departmental and school responsibilities as designated by line managers
- to keep the attendance register (electronic) and related correspondence in line with regulations and good professional standards, when appropriate.
- to comply with any reasonable request from the headmistress to undertake work of a similar level that is not specified in this job description
- to play a full part in the extracurricular life of the school, and to offer at least one out of school club every academic year
- to provide assistance at weekly sports afternoons if necessary

Shortlisted candidates will be invited to teach a sample lesson and to have an interview with the Headmistress.

P T M Cawthorne  
February 2021