



# LOCHINVER HOUSE

## MFL Teacher Maternity Cover (1-3 terms) September 2019

### Details of the Role

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We seek a Teacher of Modern Foreign Languages (MFL) to cover 2 (potentially 3) terms maternity leave to provide excellent and innovative education of French in terms of teaching and learning, developing the curriculum, monitoring, tracking of students and analysis of results and data. The successful candidate will need to maintain effective links with Pre Prep, Early Senior and Senior Departments to ensure a cohesive and successful teaching of the subject throughout the school.

#### The MFL Department

Our pupils really enjoy their language lessons which are taught in dedicated classrooms with ten networked computers in an adjoining area. The department possesses two interactive digital screens and an impressive library of relevant software. The MFL Department consists of a Head of Department, a full time teacher and a resident French Assistant.

The Department is forward-looking and innovative. French is introduced at Year 2 via Language Awareness lessons each fortnight with French lessons taught from Year 3. Our pupils have two lessons per week at this age, moving on to four lessons in Year 5 and Year 6 and five lessons in Year 7 and Year 8. Year 6 have a 'French Day' during the summer term, Year 7 visit Montreuil for four days and Year 8 spend a week in Burgundy. The emphasis is on spoken French and visits are conducted in the target language. In Year 8 pupils keep a diary in French. The successful applicant will be expected to participate in all of these trips.

Examination results have been excellent. French marks at Common Entrance and Senior Schools' examinations are frequently among the highest in the School and a very high number of pupils will go on to study French at A level and university.

#### Requirement

The requirement is for a well-qualified linguist and fluent French speaker to teach French to pupils between the ages of 7 and 13 years. The ability to offer a language other than French would be an advantage but not a necessity. There will be many exciting opportunities for a candidate with vision, flair and initiative to contribute to the excellent work of the department. All teachers will be required to follow the department's policies and those of the school.

A candidate who is keen to further advance the use of ICT within an already technologically vibrant department would be at an advantage.

There is a compulsory activity for Years 5 to 8 between 1.50pm and 3.35 pm each Wednesday. Activities are also offered by the staff each day between 3.35 pm and 4.45 pm. This is an exciting opportunity for a member of staff to pass on a particular interest or enthusiasm to a small group of pupils. It is also an opportunity for the member of staff to pursue an interest of their own or develop an additional expertise outside the classroom. It can include Games Coaching. Some members of Staff take golf or squash or go sailing. Others take the opportunity to practise their musical instrument by joining the School Orchestra.

### **Timetable Allocation**

The requirement is for a well-qualified practitioner to teach French in the School with a timetable of 32 periods per week plus activity periods. Each period is 35 minutes.

### **Salary Details**

Teachers at Lochinver, who teach the normal timetable, are tutors and offer activities, are paid according to the School's own attractive scale which compares favourably with pay in the maintained sector. In addition, all staff have the opportunity to enjoy the following benefits:

- Lochinver House School is committed to continued professional development and supports its staff through a generous training budget
- Generous school holidays
- All lunches and refreshments are provided free of charge as is supper prior to Consultation Evenings
- Temporary accommodation at the school may be available if required

### **Detailed Job Description**

- Teach all pupils from Year 2 to Year 8.
- Track pupil progress – assess, record and report on pupils' attainment and progress at frequent intervals according to the School's and departmental policies, and keep records of these.
- Liaise closely with the Director of Studies and Learning Support on any issues concerning your department and/or the pupils.
- Manage the preparation for online testing such as the ISEB pre-test including managing and sourcing examination materials for exam preparation.
- Update schemes of work and keeping them up-to-date, with clear aims and outcomes and differentiation to enable all pupils to make progress in line with their potential as a minimum.
- Use current pupil data to identify areas of strength and weaknesses in order to provide appropriate support to create a differentiated setting if necessary.
- Maintain an effective learning environment for pupils.
- Familiarise yourself with Action Plans on the SEN register and other data relevant to all pupils in your classes.
- Mentor your pupils and monitor their progress socially and academically.
- Liaise closely with colleagues on pastoral issues concerning your pupils.
- Attend all relevant meetings and training sessions as required by the Headmaster or Director of Studies which may be outside school hours, including but not limited to any INSET days deemed necessary for personal, professional and school development.
- Be aware of and implement departmental and school policies relating to health and safety in the classroom.
- Maintain effective communication between home and school.
- Allocate sufficient time to the above duties and responsibilities to ensure that they are discharged to the best of your ability.
- Undertake other reasonable duties commensurate within the grade as required from time to time.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

All staff are expected to:

- Work towards and support the School's vision and the current objectives
- Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures
- Value, promote and advance equality and diversity
- Work within and adhere to the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the organisation and its people
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process
- Undertake other reasonable duties commensurate within the grade as required from time to time.

**Candidate requirement:**

- Relevant experience teaching French demonstrating knowledge and understanding of the teaching methods
- IT proficiency as our pupils work from iPads and interactive white boards
- Ability to communicate with and relate positively to children
- Ability to work collaboratively with other areas of the School
- The ability to demonstrate innovation in teaching methods
- Positive attitude to behaviour management, maintaining good discipline and utilising the school's praise and sanctions system

**Applications**

Applicants can either complete the online TES application form which will be forwarded directly to Sam Cottenden, HR and Compliance Manager.

Alternatively, candidates can complete the Lochinver House School application form which can be found on our website [www.lochinverhouse.com](http://www.lochinverhouse.com). Completed applications need to be sent to [scottenden@lochinverhouse.com](mailto:scottenden@lochinverhouse.com).

The closing date for applications is Thursday 25<sup>th</sup> April 2019.

Lochinver House School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake enhanced DBS screening and subject to vetting and barring legislation. The interview will include questions about safeguarding children and our child protection policy can be found on the School's website.



## Person Specification

	<b>Essential Requirement</b> These are qualities without which the candidate could not be appointed	<b>Desirable Requirement</b> Extra qualities which can be used to choose between applicants who meet all the Essential Requirements
<b>Qualifications</b>	The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received: <ul style="list-style-type: none"> <li>Degree in Modern Foreign Languages</li> </ul>	The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received: <ul style="list-style-type: none"> <li>Teaching Degree</li> </ul>
<b>Experience</b>	The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role: <ul style="list-style-type: none"> <li>Teaching MFL to CE level or above</li> </ul>	The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role: <ul style="list-style-type: none"> <li>Teaching MFL across as many of the year groups from Year 2 to Year 8</li> </ul>
<b>Skills</b>	The skills required by the Applicant to perform effectively in the role: <ul style="list-style-type: none"> <li>High level of language competence</li> <li>Ability to communicate with and relate to pupils aged 5 - 13, colleagues, parents and carers</li> <li>Excellent organisation and time management</li> <li>Willingness to take on extra responsibilities</li> </ul>	The skills that would enable the Applicant to perform effectively in the School. <ul style="list-style-type: none"> <li>Willingness to "go the extra mile"</li> <li>Willingness to get involved with whole school initiatives.</li> </ul>
<b>Knowledge</b>	The knowledge required by the Applicant to perform effectively in the role: <ul style="list-style-type: none"> <li>Knowledge and understanding of the teaching methods most appropriate for pupils of this age</li> </ul>	The knowledge that would enable the Applicant to perform effectively in the role: <ul style="list-style-type: none"> <li>Ability to be innovative in teaching methods</li> <li>Awareness of developments in pedagogy / teaching and learning</li> <li>Ability to offer a variety of extra-curricular activities.</li> </ul>
<b>Personal Competencies and Qualities</b>	The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people <ul style="list-style-type: none"> <li>Motivation to work with children and young people</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with pupils and young people</li> <li>Emotional resilience when required to respond to challenging behaviours</li> <li>Positive attitude to use of authority and maintaining discipline</li> <li>Patience and Resilience</li> <li>Willingness to take on extra responsibilities</li> <li>A good sense of humour</li> </ul>	The personal qualities that would assist the Applicant to perform effectively in the role: <ul style="list-style-type: none"> <li>Understanding of the need to regularly set fresh targets for pupils and themselves.</li> </ul>