



EATON HOUSE THE MANOR GIRLS' SCHOOL

Required for September 2019

Head of French (part-time)

Eaton House The Manor

Eaton House The Manor is comprised of four individual schools: The Nursery, The Girls' School, The Pre-Prep (boys) and The Prep (boys). All the schools are well known for their academic prowess and excellent results across the board. Our understanding of all children and their different levels of development is displayed through an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.

The Girls' School provides an outstanding education for approximately 220 girls between the ages of 4 and 11. We provide a broad range of activities and subjects, academic and non-academic. The ethos allows children to flourish socially and academically and the school offers an education which reaches far beyond examination requirements.

Job Description

The children enter into Kindergarten (Reception) in The Girls' School at aged 4 and leave at the end of Year 6 aged 11. It is a two form entry school. The children sit 11+ external assessments into a variety of the top London day and boarding schools.

The Head of French will be required to:

1. Monitor, review and update the long term plans for French throughout the School;
2. Monitor and review medium term plans for each year group;
3. Teach French to all classes (Early Years, Key Stage 1 and Key Stage 2), setting and marking differentiated work as appropriate;
4. Attend Subject Co-ordinator meetings each term with the Headmaster and Senior Mistress (Academic) to monitor the effectiveness of the French syllabus and to create action plans for improvement;
5. Write termly reports for all girls in line with the School's reporting policy;
6. Oversee the ordering and maintenance of equipment and resources;

7. Organise and attend (in conjunction with the form teacher) the four night Year 6 residential to France;
8. Attend INSET as required by the Headmaster;
9. Support the broader life of the School by carrying out duties, running an after school club, and attending other events as required (eg Parents' Evenings, productions, Sports Day, music concerts, House competitions)
10. Undertake a certain amount of administration and other tasks related to the post either at the direction of the Head teacher or Deputy Head teacher or by using his or her initiative.

Salary

The School has its own competitive salary which is reviewed annually.

Safeguarding and Child Protection

Eaton House Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

Applications

Any queries about the specifics of the role or requests for an application pack should be made to the Head of Human Resources, Miss Jessica Morse, at hr@eatonhouseschools.com or on 0207 9246000.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head teacher.