



REDDAM
— HOUSE —

BERKSHIRE

APPLICATION PACK
TEACHER OF FRENCH



SEPTEMBER 2021

ABOUT US

Reddam House Berkshire is a co-educational, independent school, housed in a Victorian mansion and set in 125 acres of wood and parkland.

Around 600 students between the ages of 3 months and 18 years are registered here (day students and boarders from age 11+). Children are recognised as individuals with unique skills to celebrate and given tailored support and guidance at each stage of their school career. Our structure of Early Learning School, Junior School, Middle School and Senior School means that every year group works with professionals who specialize and enjoy working with the students in their care.

The unique Reddam House philosophy and our formula for success are based to a large degree on the quality and depth of our curricula, cultural and sporting activities and especially our teaching staff, fully recognising that what goes on in the classroom between teacher and student strongly influences the success of the school.

THE ROLE

We are seeking to appoint a committed and dynamic teacher who can deliver inspirational lessons across all aspects of the French curriculum. The successful candidate will have the ability to motivate, enthuse and influence our students, to ensure optimum levels of student learning and achievement across Key Stages 3, 4 and 5. They will also be required to play an active role in the extra-curricular activities run by the Faculty and/or elsewhere in the school.

SALARY AND BENEFITS

- Competitive salary;
- Accommodation may be made available in line with the School's Accommodation Policy;
- School's pension scheme, as well as a death in service benefit;
- Staff at Reddam House are eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- Free delicious lunch each day;
- All staff may park in the school car park.

HOW TO APPLY

For further details please contact Miss G Hanmore at vacancies@reddamhouse.org.uk.

Alternatively, an application/information pack can be downloaded from <http://reddamhouse.org.uk/> or TES.

Closing date: 9am on Monday 19 April 2021

Reddam House is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity.

NB: Applications may be considered whilst the post is being advertised. Reddam House reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.

JOB DESCRIPTION

Job Title: Teacher of French

All teaching staff are expected:

- To promote the school's consciously expressed culture;
- To espouse the fact that it is an independent school with a significant boarding section;
- To acknowledge that the early learning, junior and senior sections constitute one school;
- To be a fluent user of digital technology, to advance and enhance teaching and learning;
- To use differentiation in his/her teaching, enabling all students to reach the highest standards;
- To be sensitive to the complexity of the relationships that pertain within the school;
- To be sensible about expenditure;
- To behave appropriately at all times;
- To accept that he or she bears, as does everyone else connected to the School, a responsibility for marketing it.

Every teacher must be committed to the fulfilment of the School's strategic intents:

- a) In academic matters, to foster and communicate a culture of high expectations, focused on teaching and learning;
- b) In pastoral matters, to ensure that each student is given the individual attention she or he requires;
- c) To recognise that we all in some ways exercise leadership responsibilities; to ensure that any formal leadership or managerial responsibilities he or she holds are fulfilled in such a way that the School's aims are promoted;
- d) To develop one's own professional expertise as fully as possible;
- e) To contribute to making the School welcoming and accessible to the wider community;
- f) To ensure that the resources used in teaching and learning are as good as they can be within the bounds of affordability.

Co-curricular expectations

Further to this, every member of staff has some responsibility towards the provision of co-curricular activities, which are a central feature of a Reddam House education. Each member of staff is also responsible for ensuring that students' behaviour is appropriate and as good as it can be. It is very important that we are all positive about the benefits that membership of our diverse community of students brings to every member of our community.

Departmental Responsibilities

Reporting to the Head of Department, the primary focus of this post will be:

- To be an outstanding classroom practitioner, using a variety of methods and techniques to engage, motivate, support and challenge students;
- To have an excellent rapport with students and be involved in the pastoral care of the school;
- To ensure that lessons are well-planned in accordance with the schemes of work for each course;
- To know students well and understand prior learning and progression needs;
- To set high expectations for the achievement of their students;
- To set and assess work in line with the School's assessment policy, providing positive and meaningful feedback which enables students to improve;
- To monitor students' performance aiming continually to raise their levels of achievement;
- To report accurately and honestly on progress in line with the School's reporting schedules;

- To contribute to the raising of professional standards in the Languages department; including the development of curriculum and schemes of work, keeping abreast of new developments and research and the sharing of good practice;
- To participate in the wider life of the School, including trips, activities and in boarding;
- To fulfil administrative duties in both an efficient and effective manner;
- To supervise and, where possible, teach students whose teacher is not available, as well as invigilating examinations;
- To liaise closely with the Academic Deputy on all academic matters.

Additional Duties and Responsibilities

- To have a working knowledge of teachers' professional duties, legal liabilities and responsibilities;
- To have a working knowledge of all relevant Policies and Procedures;
- To establish effective working relationships with professional colleagues and other staff, as appropriate;
- To be committed to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them;
- To observe and manage all Health and Safety requirements to maintain a safe environment for students, colleagues and parents.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by their line manager, or other members of Senior Management, commensurate with training and experience.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's 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 Safeguarding Policy (including Child Protection Procedures) at all times.

SPECIFICATION

Outline of Key Abilities

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, except for their qualifications; these will be evidenced from the application form and your production of any original relevant certificates at interview.

Key

Person Specification:	E: Essential	D: Desirable
Demonstrated in one or more of the following:	A: Application Form	R: References
	I: Interview/selection process	

Qualifications

		E	D	A	R	I
1.	Recognised Degree in French and/or in a related subject	✓		✓		
2.	PGCE, QTS or equivalent	✓		✓		
3.	Strong academic credentials	✓		✓	✓	✓

Knowledge & Understanding

		E	D	A	R	I
1.	Demonstrable interest in French teaching	✓		✓		✓
2.	A commitment to professional development	✓		✓		✓

Skills

		E	D	A	R	I
1.	Excellent interpersonal skills. Ability to work both collaboratively and independently.	✓			✓	✓
2.	Excellent organisational and administrative skills – ability to plan, prioritise and manage a varied workload	✓		✓		✓
3.	Competence in the use of ICT to support learning and administration		✓	✓		✓

Experience

		E	D	A	R	I
1.	Proven experience of teaching French to students in Key Stages 3, 4 and 5	✓		✓	✓	✓
2.	Demonstrated expertise in their subject area, having undertaken professional development activities	✓		✓	✓	✓
3.	Experience in the preparation of students for external assessment		✓			✓
4.	Experience in pastoral care and student wellbeing		✓	✓	✓	✓
5.	Experience of leading or assisting leadership with department		✓	✓		✓
6.	Experience in the design of schemes of work		✓	✓		✓
7.	Experience of budget-setting/working with budgets		✓	✓		✓
8.	Experience of preparing students for public speaking events and competitions		✓	✓		✓

Personal Attributes

		E	D	A	R	I
1.	Enthusiasm, energy and a positive and flexible approach	✓				✓
2.	Ability to engage and motivate young people	✓				✓
3.	Ability to manage own workload, to cope well under pressure and meet deadlines	✓				✓
4.	Interest in working with students inside and outside the classroom to support their learning and personal development	✓				✓
5.	Readiness to engage whole-heartedly in the extracurricular and wider life of the school	✓				✓
6.	Recognition of the importance of personal responsibility for health and safety	✓				✓
7.	Demonstrable commitment to the safeguarding of students and child protection	✓				✓
8.	Demonstrable commitment to equal opportunities	✓				✓
9.	Commitment to the School's ethos, aims and whole community	✓				✓
10.	A commitment to professional development and a demonstrated record of having kept abreast of recent, relevant educational methodology	✓				✓