



# LORENDEN

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## **French Teacher required for January 2019** ***Part-time (0.3-0.4), permanent***

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### **Introduction**

Lorenden Prep School is a small school of approximately 105 pupils with an excellent local reputation; most pupils come to the school from recommendations from other parents or staff. It is a friendly, family environment with one form entry and with high expectations of pupils of all ages. 2018 sees Lorenden celebrating its 25th anniversary. The school is a member of IAPS and an acquired school in the Methodist Independent Schools Trust.

Lorenden has flourished because staff have given generously and willingly of their time and energy to aid the academic and personal development of the pupils in the many forms that this may take.

It is the abiding hope of the Governors and Head that all staff will approach their employment by the school in that same spirit. We develop self-disciplined, thoughtful children with a cheerful 'can-do' attitude to life and a strong sense of fair play. We thoroughly prepare our children socially, physically and intellectually for secondary education so that they can take with them happy memories of their time with us.

We are looking for an 'outstanding', enthusiastic and committed teacher to teach French from Nursery to Year 6 for January 2019. You will be a teacher with the ability and passion to interest and inspire children of all ages who in the majority, will be successful at grammar school entry or who will receive a scholarship entry to independent senior school.

Our classes are small and our children are well known to us all. As a Lorenden teacher you will prize effort, be able to challenge pupils of all abilities and be able to demonstrate excellent pastoral care and discipline.

## Scope

The role is part-time and permanent, subject to a probationary period.

The role can be flexible in terms of which days are worked

The role is between 0.3-0.4 of full-time.

The role is suitable for an NQT with the appropriate skill set and attitude.

The role reports to the Head.

There are a number of staff INSET days outside of term time which are published in advance.

There are a number of events that staff attend including the Summer Fair, Speech Day.

The role may include activities at lunch / after school depending on the person appointed and the hours agreed (it is not required to offer this for the role).

## Job Description

The French Teacher's role is including, but not limited to, the following:

- Demonstrate excellent subject and curriculum knowledge;
- Make rigorous provision for the range of ability within the class; be aware of pupils' capabilities, prior knowledge and plan to build on these;
- Mark children's work promptly in accordance with the school's Marking Policy: take part in regular scrutiny and evaluation;
- Set high expectations of the class in terms of academic work, behaviour and general attitude, reminding children regularly of the school rules and behaviour and discipline expectations;
- Teach Nursery - Year 6 pupils each week.
- Plan for the medium and short term as directed by the school;
- Take responsibility for contributing to the well-being and pastoral care of each pupil;
- Guide pupils to reflect on the progress they have made and their next steps;
- Maintain up-to-date records of each child's progress in all subjects areas as required by the school's Assessment Policy and as directed by the Head or Deputy Head;
- Be accountable for pupils' attainment, progress and outcomes in subjects taught ;
- Monitor required AEN information and take appropriate action
- Ensure children are rewarded using the school's Gem system
- Make accurate and productive use of assessment (formative and summative; to monitor, set targets, plan, give feedback)
- Take responsibility for the general standard of the class' work, exercise books/folders etc. and liaise with subject specialists where there are problems concerning progress;

- Put up a French display on one notice board for a period each year.
- Encourage pupils to take responsible and conscientious attitude to their work
- Write and collate end of term reports and any intermediary reports as necessary;
- Take part in playground duties and the supervision responsibility this entails;
- Set homework as appropriate for older pupils;
- Liaise with the Head or Deputy Head, or other staff regarding problems, as appropriate;
- Liaise with Special Needs staff as necessary;
- Attend Parents' Evening and make note of discussions;
- Be aware of any medical problems; to fill in an accident report form if on duty, or present at the time of an accident, ensuring that parents / staff are informed about accidents;
- Attend regular INSET in order to remain up-to-date with current initiatives;
- Make a positive contribution to the wider life and ethos of the school;
- Develop effective professional relationships with colleagues
- To be aware of all school policy especially those related to the safeguarding, supervision, first aid, health and safety, emergency procedures, anti-bullying and behaviour and discipline.
- Organise trips and events for the class to enhance their learning
- Provide information for newsletters and news stories for the website
- Be willing to be fully involved in the life of this busy independent prep school
- Participate in the school's appraisal system
- Keep up to date with the latest best practice, guidance, standards and requirements for Prep / primary education and language teaching in particular

### **Person Specification**

A degree in French or other relevant language or native/fluent speaker  
 A PGCE or other recognised postgraduate teaching qualification  
 Qualified teacher or embarking on NQT year  
 An 'outstanding' french teacher  
 A team player; ability to work well with colleagues  
 Resilient  
 Organised  
 Adaptable

Kind and honest  
Committed and willing to go the extra mile  
Able to work to a high level independently; use initiative  
High expectations of pupils  
Willing to learn and to improve own practice  
Friendly and approachable to colleagues, parents and pupils  
Minibus driver or ability to undertake training  
Committed to safeguarding pupils

## **Dates and Deadlines**

*Applicants who wish to visit before submitting an application are welcome to do so - please contact us to arrange.*

Deadline for Applications: Monday 10 October, midday

*References will be sought for short-listed candidates prior to the interview date.*

Interview Date: Friday 12 / Monday 15 October 2018

***Lorenden Prep School is committed to safeguarding and promoting the welfare of children, and young people and expect all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service.***

***Safeguarding is of the highest priority at Lorenden and forms part of the interview and reference checks.***



