



**APPOINTMENT OF TEACHER OF FRENCH AND SPANISH**  
**(SPANISH PREFERRED, BUT ANOTHER LANGUAGE WILL BE CONSIDERED)**

**SEPTEMBER 2018 (OR EARLIER IF AVAILABLE)**

**Reports to:** Head of Department / Deputy Head Academic

**Responsible to:** Warden

**Relates to:**

Pupils  
Parents  
Teaching staff  
Non-teaching staff

**Introduction**

Founded in 1863, St Edward's is an independent, co-educational boarding school situated in North Oxford. There are presently 680 pupils, of whom 82% are boarders.

The School has a strong academic record. Pupils usually take 10 GCSEs/IGCSEs, with 62% of pupils achieving A\*/A grades in 2017. Only a few pupils will leave the School after GCSE, and around 45 pupils join our Sixth Form. In the Sixth Form, pupils study either A Levels or the International Baccalaureate Diploma Programme; in the current Lower Sixth the split is 40/60. In 2017, 80% of grades in Sixth Form exams were at the top end (A\*-B at A Level; Levels 5-7 in the IB). In the IB the average point score was 35. Over 95% of our leavers proceed to university and, on average, 5% of the year group are awarded a place at Oxford or Cambridge.

The School exists to provide an excellent all-round education to each individual in its care. In terms of ability, we encourage a broad intake (the Common Entrance hurdle is 55%). We aim for pupils to gain the best academic results of which they are capable but further develop learning behaviours (collaboration, communication, reflection, thought and resilience) that allow each individual to flourish beyond university. The co-curricular life of the School is rich and highly valued and plays a full part in School life. Pupils are expected to pursue a wide range of interests monitored by a Director of Cultural Activities and a Director of Sports and Activities.

The school week includes lessons on Saturday mornings, although leave weekends or exeats (which occur about every three weeks) usually begin at lunchtime on Fridays. St Edward's is a traditional boarding school with most boarders in school on Saturday night. The majority of day pupils stay until 9pm on weekdays in order to benefit from a boarding education. Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport, both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

**Specific Information**

An enthusiastic and well-qualified full-time He or she will be an excellent classroom practitioner and will make a significant contribution to the workings of a dynamic and flourishing department. A willingness to contribute to extra-curricular activities is essential.

St Edward's, Oxford is seeking to appoint a well-qualified teacher of French (essential) and Spanish (Spanish is preferred, but another language will be considered) is sought for September 2018 or earlier if available. The candidate must have the ability to teach French to A Level and Spanish (or another language) to GCSE.

The School has a great tradition of teaching in modern foreign languages. We teach International GCSE, A Level and the International Baccalaureate Diploma. Many of our pupils go on to study languages at universities. In the past 15 years, 40 pupils have taken up places on Cambridge and Oxford languages courses.

Modern Foreign Languages are housed in their own well-equipped building. There are 11 full-time members of staff, 4 foreign language assistants, and a technician. French, German, Spanish, and Italian are all offered as part of the curriculum. In addition Arabic, Mandarin, Japanese, Russian and Polish are at present offered as extra-curricular languages. Being situated in the university city of Oxford makes it easier for us to recruit teachers of other languages as the need arises. All pupils in Years 9 – 11 take at least one language, with many opting for two; there are healthy numbers across the languages in both Sixth Form years.

This post brings with it no responsibility for a budget, nor for the supervision of other staff.

### **Main tasks and responsibilities of a Teacher**

- to plan and prepare lessons and courses according to schemes of work, and keep records of work covered
- to set engaging and stretching preps that develop the pupils' learning skills
- to assess pupils' progress in accordance with departmental guidelines
- to assist pupils to develop their own learning using a variety of teaching methods to suit the pupils' needs
- to set high expectations at all times for all pupils
- to follow all required administrative procedures in accordance with school policies
- to keep to deadlines (normally published in the termly calendar) for the completion of grade cards, comment cards, and reports
- to meet parents at School parents' meetings
- to attend Departmental meetings

All teachers are members of a Duty Team and have tutorial responsibilities for particular groups of pupils, assist in the supervision of prep and bedtime in the boarding houses, and should formally (in their role as tutors) or informally (in all their relationships with pupils) contribute to the pastoral care of the school for its pupils. They should be aware of Health and Safety Regulations for any activities in which they participate, and of their obligations under the Children Act and Care Standards Act.

As a member of the School's teaching staff the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of pupils in the School. The School's procedures and policies for child protection and security are published in the Staff Handbook, of which all teachers are given a copy, and training in these procedures and policies forms part of new teacher induction, as well as on-going staff development.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Warden to reflect or to anticipate changes in the job commensurate with the grade and job title.

### **Salary and Pension**

St Edward's operates its own pay scale and teachers are entitled to be members of the Teachers' Pension scheme.

### **Other Benefits**

Other non-contractual benefits include private health scheme; membership of the Nuffield Health Fitness & Wellbeing Gym and death-in-service insurance.

### **Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

### **Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

### **Health and Safety**

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the school in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

The interview process will take place over one day, and will involve meetings with colleagues responsible for the various areas of the School's activities. These interviews will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children. Candidates will be asked to teach one or two observed lessons, and will be given a tour of the School by a pupil. Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Head of MFL, Ms Marie-Laure Delvallée, preferably by email: [delvalleem@stedwardsoxford.org](mailto:delvalleem@stedwardsoxford.org) or 01865 319246.

Applications forms are available on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org) or by contacting the Warden's PA (01865 319323). Completed forms should be emailed to [wardenpa@stedwardsoxford.org](mailto:wardenpa@stedwardsoxford.org) or posted to The Warden, St Edward's School, Woodstock Rd, Oxford OX2 7NN. Closing date: 12 noon on 16<sup>th</sup> February 2018. Interviews will be held during the weeks of 19<sup>th</sup> February and 5<sup>th</sup> March. Early applications are strongly advised.

**PERSON SPECIFICATION**  
**Teacher of French (essential) and Spanish (preferred)**

<b>Headings</b>	<b>Essential Qualities</b>	<b>Desirable Qualities</b>
Personal Circumstances	<ul style="list-style-type: none"> <li>• St Edward's is a full boarding school and a flexible attitude to working hours is vital</li> <li>• The ability to take a full part in the general activities of the school for example undertaking certain communal responsibilities of supervision, encouraging and organising societies, clubs and dramatic productions</li> </ul>	The ability to coach games
Personal Attributes	<ul style="list-style-type: none"> <li>• Enthusiasm</li> <li>• High motivation</li> <li>• Exceptional classroom practitioner across the age and ability range</li> <li>• Ability to maintain confidentiality</li> <li>• Excellent organisational skills</li> <li>• A willingness to carry out a variety of tasks</li> <li>• Good people skills</li> </ul>	
Educational qualifications	<ul style="list-style-type: none"> <li>• The person appointed will be an excellent dual linguist (French and Spanish) and teacher with a good degree from a recognised university</li> </ul>	A post-graduate teaching qualification
Skills, abilities and experience	<ul style="list-style-type: none"> <li>• Ability to teach French and Spanish (preferred) ideally both to A Level. Or if not then Spanish to strong GCSE/IGCSE level</li> <li>• A proven track-record of working well in a team</li> <li>• The ability to undertake a full teaching programme</li> <li>• Good spoken and written English</li> <li>• Commitment to the use of current and emerging technologies</li> <li>• Ability to communicate easily, both orally and in writing to a variety of audiences</li> <li>• Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching IB</li> <li>• Experience of teaching Italian</li> </ul>
Child protection	<ul style="list-style-type: none"> <li>• Commitment to the protection of children and young people</li> <li>• Willingness to work within the school's child protection guidance for staff and follow relevant organizational procedures</li> </ul>	