



ST. EDWARD'S
OXFORD

TEACHER OF FRENCH

FULL-TIME, MATERNITY COVER FOR APPOINTMENT IN SEPTEMBER 2021

INFORMATION FOR CANDIDATES

A message from the Warden

Thank you for your interest in working at St. Edward's.

This is an important moment in the School's development. The recent opening of outstanding new academic and performance facilities at the heart of the campus is accelerating the momentum evident over the last few years in all areas of school life – in academic results, in the development of the curriculum, in co-education, and in admissions.

For all its recent success, however, St Edward's remains a refreshingly different kind of school. Our deliberate emphasis on selecting young people broadly and inclusively on their attitude and their ambition rather than narrowly and exclusively on test results makes for a community rich, diverse and rewarding in its interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's there is much more to school life. Talented scholars, musicians, sportswomen and men, performers, dancers, humanitarians, adventurers, entrepreneurs, filmmakers and artists – among many others – live and work together, inspire each other, and become lifelong friends.

St Edward's is forward-looking and progressive. It is one of the few UK schools to offer both A Level and the IB Diploma in the Sixth Form, and our academic programme was further enhanced in 2020 with the launch of pioneering new courses for the middle school years. These externally accredited new courses, Pathways and Perspectives, complement a core programme of GCSEs, more fully to develop pupils' skills of research, collaboration and communication. The introduction of co-educational boarding in the Sixth Form is the most recent of the many innovations in the last few years on the pastoral side of the School.

Beyond Teddies, the partnership programme in which we work with other schools and charities, ensures that pupils engage with the community beyond the School and learn to play a meaningful part in the life of the city.

It is an exciting time to be joining St Edward's. As you learn more about the School, I hope that you will share that sense of excitement and want to be part of the next chapter in its history.

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding and day school for pupils aged 13 to 18 (Year 9 to Year 13). There are presently 735 pupils, of whom 85% are boarders.

There are 13 boarding Houses of around 60 pupils in Years 9-13 – five for girls, five for boys and three co-residential Houses (boys from Year 9 to Year 11, and boys and girls in the Sixth Form). The school week includes lessons on Saturday mornings, apart from leave weekends and exeats (half-term holidays), which typically occur every three weeks.

The boarding and day arrangements offer flexibility for families. Boarding pupils may choose full or weekly boarding, with weekly boarding at St Edward's giving pupils the option of going home on Saturdays after sport and other commitments. The lively and varied weekend programme, however, means that a significant proportion of the boarding community stays in the School on Saturday nights. Day pupils may leave at 6:30pm or 9:00pm on weekdays, with most opting for the latter so that they can join in the evening programme and enjoy leisure time with their friends.

Pupils take part in a wide range of sports and other 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.

The arts are particularly strong at St Edward's. The North Wall Arts Centre, on school grounds, houses a professional theatre and gallery, and runs a critically acclaimed public programme. Alongside the public facilities, the Arts Centre houses the School's impressive Drama and Dance Departments, and the Gallery is shared with our art and design pupils. All pupils benefit from having access to this creative powerhouse, and it is particularly valuable for those wishing to develop careers in the creative industries.

All teaching staff play a full part in the boarding and co-curricular life of the School.

About the MFL Department

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. 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.

The Modern Languages Department continues to grow in stature both through its results and the role of the IB within the school. The majority of Sixth Form linguists study the IB but there remains an active interest in the A level course. Beyond exam syllabuses, we offer a wide range of societies and trips including a magazine, theatre trips, cooking clubs, and recent trips to Madrid, Normandy and Berlin. The successful candidate would be expected to help and organise and run part of our cultural programme.

About the role

Teachers report to the Head of Department and are responsible to the Warden. This role relates to pupils, parents, teaching staff and non-teaching staff.

Main responsibilities:

- to deliver well-planned, engaging and challenging lessons in accordance with the schemes of work
- to engage positively with their own professional development
- adhere to all departmental and school policies relating to assessment, tracking and monitoring of progress, including regular reporting to parents and tutors
- be fully aware of Health and Safety regulations relating to all activities which they undertake
- play a full part in the wider life of the school community, which for part-time staff may include sports and other co-curricular activities and assisting in evening supervision in a boarding house
- act as academic tutor to a small group of pupils, carrying out regular 1:1 tutorials

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.

St Edward's operates its own pay scale and the School will comply with the employer pension duties in accordance with Part 1 of the Pensions Act 2008. Other non-contractual benefits include private health scheme; membership of the Nuffield Health Fitness & Wellbeing Gym and death-in-service insurance.

About the Candidate

The person appointed will be an experienced French Teacher with a good degree from a recognised university, experience of working with children or young people, and, in most cases, a post-graduate teaching qualification.

The successful candidate will be happy to contribute to ToK, EE or EPQ candidate supervision. Experience of teaching IB, while desirable, is by no means essential. He or she will be fully supportive of the School's academic vision and pedagogical principles.

Person Specification Characteristics	
A good honours degree from a recognized university	Essential
Educational qualifications (PGCE, M.Ed)	Desirable
An outstanding classroom practitioner	Desirable
Able to work flexible hours, including evenings and weekends	Essential
Passion for the subject	Essential
An understanding of health and safety legislation and safe working practices in a workshop and/or educational establishment	Essential
Able to work well as part of a team and to work under direction but also to use own initiative when required	Essential
Experience of teaching GCSE, A Level, iGCSE, IB courses	Essential
Experience of managing events and functions	Essential
Committed to safeguarding children and young people	Essential
Willingness to work within the School's child protection guidance and follow relevant School procedures	Essential
Excellent communication skills (written and spoken)	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered under the UK General Data Protection Regulation (UK GDPR). Staff should not act in any way which might be prejudicial to the School's interests.

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. All staff are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

Health and safety

The School is obliged, so far as is reasonably practicable, to provide safe and healthy conditions and systems of work for all employees, which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees 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.

About the selection process

The deadline for applications is noon on Friday 16th April. Early applications are encouraged. Candidates may be invited to attend a preliminary online meeting before interviews in person at the School. Interviews will be held during the week of 20th April and references will be taken up at that point, unless the candidate explicitly requests a delay. The interview process will include an observed lesson.

The 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. Any discrepancies or anomalies in the application form will be addressed at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether their name is given as a referee or not.

Application forms can be found on the School website: www.stedwardsoxford.org. Candidates should send their completed forms by email or by post to wardenpa@stedwardsoxford.org / The Warden, St Edward's School, Oxford OX2 7NN. If you would like further information about this post, please contact the Warden's PA, Ms Claire Skelton, by email (wardenpa@stedwardsoxford.org) or on 01865 319 323.

If you would like further information about this post, please contact the Head of MFL, Ms Marie-Laure Delvallee, by email: delvalleem@stedwardsoxford.org