



ST. EDWARD'S
OXFORD

JOB DESCRIPTION

Teacher of French

Full-time or Fixed-term contract

Reports to: Head of Modern Languages

Responsible to: Deputy Head (Academic)

Relates to:

Pupils

Teaching staff

Non-teaching staff

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

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.

About the Modern Foreign Languages (MFL) Department

Modern Languages play a central role in the academic life at St Edward's. The School is international and multilingual in its outlook, attracts pupils from all over Europe and the wider world, and there is a shared belief in the intrinsic value of learning languages – as much as a way of developing the life of the mind, as a means by which to enable our leavers to play a full, useful and outward-looking role in the work-place and in society.

There are 13 full-time and two part-time members of the languages teaching staff. French, German, Spanish, and Italian are all offered as part of the curriculum; in addition, Italian, Mandarin and Russian are offered as extra-curricular languages. All pupils in Years 9 – 11 (age 13-18) study at least one language to GCSE level, with many opting for two, and some three; there are very healthy numbers in Years 12 and 13 across all languages, especially in view of the fact that over half of our Sixth Form take IB, in which one modern language is compulsory either at Standard or Higher Level.

The successful candidate will play a full role in the life of the department, have initiative and drive in equal measure and be forward-looking and confident in their ability to teach to a very high standard across the ability and age range; experienced applicants are preferred, but we will welcome applications from strong newly qualified or early career teachers.

Main Duties and Responsibilities

- Teaching French throughout the school, from Year 9 to IB Higher Level and A-level (Y13).
- To deliver well-planned, engaging and challenging lessons in accordance with departmental schemes of work.
- To engage positively with personal professional development.
- To adhere to all departmental and school policies relating to assessment, tracking and monitoring of progress, including regular reporting to parents and tutors.
- To be fully aware of Health and Safety regulations relating to all activities which are undertaken.
- To play a full part in the wider life of the school community.

- To act as an academic tutor to a small group of pupils.

Hours of work

Full time.

Pension

The role is eligible for membership of the School's pension scheme for non-teaching staff.

Probationary period

The appointment is subject to a probationary period of three months.

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 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 party. 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 7 May 2024. Interviews will take place on 13 May 2024. The interview process will include an observed lesson. References will be taken up after the short-listing process, unless the candidate explicitly requests a delay. Online and social media checks will also be made at this stage.

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. For further information or for an informal conversation about the role, please contact the Head of MFL, Mr Patrick Herring by email (herringp@stedwardsoxford.org).