

# **Saint Ronan's School**



**Information for Job Applicants**

**Teacher of French**

**Post required from September 2022**



## **Appointment of Teacher of French**

### **Recruitment timeline**

#### **Provisional Timetable- May be subject to change**

From 10<sup>th</sup> January     Advertise— closing date **28<sup>th</sup> January**

From 31<sup>st</sup> January     First round interviews

From 7<sup>th</sup> February     Second and final round interviews.

By end 18<sup>th</sup> February     New teacher of French appointed

**Sept                    2022     Position commences**

## **Introduction**

*This is the most traditional and best-loved prep in this pocket of Kent, rock-solid in quality and totally flash-free. With its marvellous family feel, it concentrates on the things that really matter. We love the eccentricity, the spontaneity and the history of Saint Ronan's. Bursting with character and joie de vivre, it encourages a can-do attitude that helps children thrive.*

## **Talk Ed Top 200 Schools Sept 2021**

*'This place fizzles with warmth and authenticity'*

## **Good Schools Guide 2021**

### **Background**

Saint Ronan's School is an award-winning Prep School set in 250 acres of outstanding natural beauty. In 2021 it was named TES Prep School of the Year.

Set in 250 acres of Wealden countryside with a rambling Victorian Mansion at its heart, Saint Ronan's is a day and flexi boarding Prep School for 450 children. Saint Ronan's was founded in Worthing in 1883 and offers the very best of ancient and modern. It has the heart and family ethos of a traditional prep school, but the facilities, dynamism, innovation and aspirations which are the envy of many other schools. Most children leave at the end of Year 8 after successfully completing Common Entrance or Scholarship examinations to a variety of Senior Schools.

Saint Ronan's is a very special place and we are looking for someone with that Saint Ronan's "something", who will be an inspirational and much loved member of staff. We are looking for an ambitious and well qualified candidate with a "can do" attitude.

All children learn French in the Prep School and the Department is well resourced and well regarded. We currently have five French teachers. Two are bilingual. These teachers also offer a variety of additional subjects including Spanish and Latin. The post holder would not need to teach these subjects, but it would be an advantage to be able to offer one or other of them. The successful candidate will be required to teach in the Prep School from Year 3 to Year 8.

## **Candidate Brief: Appointment of French Teacher**

### **SAFEGUARDING AND WELFARE**

Saint Ronan's School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority and we aim to recruit staff that share and understand our commitment.

Saint Ronan's School is an equal opportunities employer.

### **Why French?**

Inspiring our children is central to our ethos. We want our children to leave Saint Ronan's with:

- A love of learning
- An appreciation of French language and culture
- Confidence in the written and spoken word.

### **Why you?**

We want our teachers to be:

- passionate about their subject
- willing and able to teach French from Year 3 to Year 8
- enthused by the challenge of developing young minds
- up to date with the latest developments in their subject,
- effective and positive communicators
- Excited by innovation inside and outside the classroom
- to be advocates of growth mindset
- to be focused on the well-being of all the children in their care
- flexible, willing and fun, with kindness at their core.
- an integral part of a close team who see the "whole child" and guide the children to be the very best that they can be inside and outside the classroom.

### **Qualifications**

For us, getting the "right" person is key. We welcome applications from experienced teachers from both State and Independent Sectors, with up-to-date training in MFL pedagogy and ideally with experience at Key Stage 2. Young, enthusiastic and creative NQTs will also be considered.

### **Salary**

We offer a competitive salary package.

## **PARTICULAR RESPONSIBILITIES**

### **Job Description**

#### **Teacher of French**

##### Teaching

- planning and preparing schemes of work and lessons;
- inspirational teaching, according to their educational needs and using differentiation and the principles of growth mindset, the pupils assigned to her/ him
- setting and prompt marking of work to be carried out in accordance with the requirements of the Head of Department;
- assessing, recording and reporting on the development, progress and attainment of pupils;

##### Assessments and Reports

- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- To adopt methods of marking, monitoring, tracking and reporting as required by the Deputy Head Academic and in accordance with School policies and as amended from time to time.

##### Other academic duties :

- reviewing his/her methods of teaching and programmes of work in accordance with the requirements of the academic management team
- Participating fully in the cover programme, including invigilation
- Participate fully in the Academic subject meetings which are held regularly.

### **Responsibilities as a Tutor**

- To provide pastoral support and advice for pupils in the tutor group. Helping pupils to develop socially and academically. To encourage their involvement in all areas of school life including extra-curricular activities.
- To monitor pupils' attendance
- Responding to parental communications efficiently and swiftly
- To monitor standards of appearance
- To ensure that correct items of uniform are worn by pupils

- To monitor standards of behaviour and liaise regularly with the Pastoral team
- To make sure that pupils behave well during School occasions
- To write pastoral reports on pupils in the tutor group. To collate and check pupils' academic reports.
- To give out effort grades. To write up all incidents involving tutees and inform relevant staff by email
- To monitor the academic progress of all pupils in the tutor group, looking at the development of the whole child across the academic spectrum, using effort grades, attainment grades and standardised tests communicating concerns and discussing pupils regularly with the Deputy Head Academic
- To communicate with parents over their child's academic progress and personal development regularly through the School's reporting and parents evening system; building up a good relationship with the families of tutees which encourages informal contacts; in conjunction with other relevant staff, initiating meetings with parents to discuss their child's academic progress or pastoral concerns
- To attend training provided by the school to improve professional pastoral skills
- To be part of one of the School's four Houses and offer support to the House Master as required.

Other duties and expectations:

- Being involved in sport and extra activities as required, but with at least two sessions offered per week
- We expect the post holder to be fully involved in integrating and being a role model for the initiatives of the School from mindfulness, well-being ,growth mindset and initiatives that the School adopts from time to time.

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

**Line manager:**           The Head of French

### **The Application Process:**

Please complete the Saint Ronan's School Application Form together with a covering letter. Ideally please e mail your documents to [emmatv@saintronans.co.uk](mailto:emmatv@saintronans.co.uk) by the closing date and time.

Alternatively, send a printed copy addressed to Emma Trelawny-Vernon and posted to :

Saint Ronan's School  
Water Lane  
Hawkhurst  
Kent  
TN18 5DJ

Please ensure you read the Safer Recruitment Policy which is forms part of this application.



