



Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT

Website: www.rgshw.com

A selective day and boarding school for 1434 boys

Teacher of French 0.5fte

Closing date: 8.00am, Monday 5 June

Please complete the online application form on our website. Further information should be added to the 'supporting statement' section in the form. If you wish to send your cv, please email it directly to the Headmaster's PA at dmc@rgshw.com.

Earlier applications would be welcome and shortlisted candidates may be interviewed before the closing date.

The selection process is outlined within this pack.

The Royal Grammar School is committed to promoting the safety and welfare of all pupils.

Appointment is conditional upon at least two satisfactory references.

All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS

Social media check will be taken up prior to interview.



Departmental Information

The Royal Grammar School has an opportunity for an energetic and innovative Subject Leader to become part of our thriving Modern Languages Department. We are looking for someone who is interested in joining a dynamic team and who will contribute to the promotion and further uptake of French at GCSE and A-level. A successful candidate will nurture a love of learning from the students and demonstrate a high level of interest and knowledge about the language and the culture. The students are easily inspired to take their learning further and welcome challenging activities. We are keen to appoint someone to our team who has a desire to make a difference, to embrace opportunity and to develop the co-curricular offering in French and MFL.

Curriculum Years 7 – 11

All pupils study French from entry in Year 7 to Year 9 when they decide on their MFL GCSE option. The principal textbooks used are *Tricolore* (Y7-9) and *AQA GCSE French Higher* (Y10-11) with additional materials as needed. It is expected that every teacher uses the target language to the greatest extent during lessons. Pupils are taught to have a sound understanding of grammatical concepts and an extensive range of vocabulary from the very start of year 7. All four skills are regularly practised and teaching is adapted in all lessons to meet the needs of every student. Students are assessed at pertinent points throughout the academic year in order to develop sound examination techniques culminating in an end of year exam. Homework and vocabulary tests are set on a regular basis. We believe that digital learning is an important tool in language teaching and encourage the use of a wide variety of resources to suit both the teacher and the pupils (who use iPads).

In Year 7 all pupils take one period of Spanish or German in addition to their French studies, this allows them to get an insight into both the language and the culture of these two countries, as well as practising the skills needed to learn any foreign language. At the start of Year 8, pupils can opt to take up Spanish or German in addition to French, and they study these subjects until the end of Year 9, where they make their GCSE choices. A significant number continue to study French at KS4, at this point pupils have four lessons of 35-40 minutes.

Curriculum Sixth Form

All three main languages prepare candidates for A level exams (AQA). In Year 12 there are currently 14 students studying A level French. A level sets are shared between two teachers and each pupil has weekly lessons with a language assistant. In addition, pupils may study one-year courses in Japanese, Mandarin Chinese or Italian.

Visits Abroad

In Year 9, there is a very popular French/History trip to North Eastern France which 160 pupils regularly take part in. This is organised and operated by members of the Department. We are looking to increase the range of trips offered to students and the new member of staff would be expected to participate regularly in such trips. The MFL Department also runs trips to Spain and Germany.

Resources and Accommodation

French is taught within the purpose-built John Prior Languages building. In addition to the Subject Leader there are 7 other teachers and a native speaker language assistant. There is a large Modern Languages Office well used by the Department.



Job Description

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Classroom Teacher

Accountable to: Subject Leader

As a classroom teacher:

- Act as a member of the department team working under the guidance and direction of the Subject Leader.
- Undertake a share of class teaching and the associated preparation, assessment and recording of work, in line with School Policies.

Teaching

- Provide pupils of all abilities with the opportunity to fulfil their full potential.
- Seek to deliver the school's curriculum intent by imparting skills, knowledge and attitudes to each pupil by following planned Schemes of Work within the programmes of study for each subject.
- Periodically review the methods of teaching and programmes of study in consultation with other members of the department and to contribute to the planning and preparation of courses within the department.
- Use IT as appropriate in the teaching of your subject.

Assessment and Recording

- Set and mark work in accordance with department and school policy, making use of the MTD procedure.
- Set and mark examinations as required.
- Set, record and monitor individual pupil progress, using this to identify abilities of pupils.
- Attend parents' meetings within the agreed RGS Reporting and Assessment Policy.

Attendance and Behaviour

- Be responsible for the attendance and behaviour of students in your care.
- Take the register at the beginning of each lesson and inform the Attendance Administrator of any unexpected absences.
- Encourage appropriate standards of behaviour, appearance, attendance and punctuality through the application of the RGS Behaviour Policy.
- Treat all students and colleagues with respect at all times.
- Use SIMS to award Achievement and Behaviour Points, to support the above point, and also to record homework.
- In case of student absence, to forward missed work to the relevant Subject Leader or Cover Administrator.

CPD

- Undertake CPD in order to keep abreast of current educational thinking and developments, and to be self-critical.
- Take responsibility for improving curriculum implementation through appropriate professional development, responding to advice and feedback from colleagues.
- Demonstrate knowledge and understanding of how learners learn and how this has an impact on teaching.
- Have secure knowledge of relevant subject and curriculum areas.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- To know and understand how to assess relevant subject and curriculum areas.
- Follow the RGS Performance Management Policy.

Additional Responsibilities

- Carry out a share of duties, eg library periods, precinct duty and the timetabled cover rota.
- Participate in the usual meetings that relate to the curriculum or the organisation and administration of the School.
- Follow Child Protection/Safeguarding procedures.
- To be aware of Health and Safety responsibilities.
- Follow School policies as agreed by the governing body.

To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.



Job Description Form Tutor

Accountable to: Head of Year

As a Form Tutor

To have responsibility to the Head of Year for the welfare, discipline and overall academic progress of the pupils/students in their form group bearing in mind their individual needs and abilities.

To be specifically responsible for:

- the daily registration of their form and supporting attendance procedures;
- being the first point of contact in the school for pupils/students and their parents in the form;
- to interpret and implement agreed school policies as they apply to the form group;
- high standards of behaviour and appearance, including monitoring the tidiness of the form room;
- monitoring behaviour and achievement on SIMS
- making pupils/students aware of the School Rules, appropriate sections of the Behaviour Policy and other school policies as appropriate;
- making pupils/students aware of Emergency Procedures and Health and Safety Matters;
- distributing appropriate letters, messages and other general information;
- overseeing and communicating with pupils/students in the form on the Form Team on Office 365 as appropriate;
- assisting in the writing of references for pupils/students in the form;
- passing on known changes in health, home circumstances and address of the pupils/students to the appropriate people;
- maintaining a general overview of the academic progress of each pupil/student and to help identify and take an interest in any problems, be they of an academic, attendance, social or personal nature;
- liaising with the relevant Head of Year and other staff where appropriate (Head of Student Development, SEN, Matron, Boarding, Counselling support, subject staff) about pupils/students in the form;
- consulting with and informing the Designated Safeguarding Lead and/or the Additional Designated Safeguarding Leads of any Child Protection concerns;
- accompanying their form as they attend the appropriate assembly according to the schedule;
- checking Homework Diaries on a regular basis as outlined in the Behaviour Policy;
- noting Achievement Points, Recognitions and Praise Cards for pupils/students in the form and passing on details to the Head of Year;
- monitoring and ensuring the punctuality of the pupils/students;
- initiating and supporting the process of goal setting for the pupils/students.
- facilitating the selection of representatives for various Student Voice activities and the Benevolent Fund, etc and encouraging two-way feedback of relevant issues.
- supporting House Assemblies and events and helping students to organise teams for Inter House Competitions;
- undertaking other duties of an appropriate nature as may be reasonably required by the Headmaster.

This job descriptions are written at a specific time and are subject to change as the demands of the governors and needs of the School change. The role requires flexibility and adaptability and employees of the School need to be aware that they may be asked to perform tasks and given responsibilities not detailed in these job descriptions.



Person Specification

	Essential	Desirable
Qualifications	<p>Good honours degree</p> <p>Appropriate evidence of in-service training</p>	<p>PGCE or equivalent QTS</p> <p>First aid qualification</p> <p>Able to drive a school mini bus</p>
Experience	<p>Ability to teach up to and including A level</p> <p>Effective classroom teacher</p> <p>Experience of working with pupils of high ability</p>	<p>Experience in the use of IT in teaching</p> <p>Experience of raising achievement</p> <p>Experience of taking part in co-curricular activities</p> <p>Experience of the standard of education expected in an ambitious grammar school</p>
Personal Qualities	<p>Ability to relate to students of all abilities</p> <p>Outstanding personal relations and team working skills</p> <p>Willingness to contribute to the school's extensive co-curricular programme</p> <p>Energy, charisma and dynamism with the vision to drive and develop the subject at RGS HW in line with the school's ambitions</p> <p>Ability to promote and market RGS inside and outside of it</p> <p>Ability to think creatively</p> <p>Availability for regular trips out of school hours</p> <p>A good sense of humour</p> <p>Passion for the subject</p>	<p>Ability to lead by example</p> <p>Ability to work independently</p>