



Job Description

Position	French Specialist
Location	Jack and Jill School Nursery and Reception School, Twickenham Nightingale House Pre-Preparatory School, Hampton Clarence House Preparatory School, Hampton Hill
Reporting To	School Leads
Hours	5 days per week including 2 after school clubs during term time. A total of approximately 24 hours per week.
Contract Type	Permanent / Part Time
Salary	Competitive
Start Date	September 2020

Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951 and is now one of the few remaining family run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Jack & Jill Family of Schools achieved Ofsted 'outstanding' in all areas' in its latest inspection in 2020.

It is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

This role is across 3 sites teaching pupils aged 2 to 11 years old.

Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Key Accountabilities

Develop the French for the Family of Schools by providing dedicated French teaching to pupils aged 2 to 11 years old, providing an inspirational, fun and broad curriculum that reflects the School's ethos.

Promote a life-long love of languages, whilst also promoting equality of opportunity for all pupils so that their potential is encouraged and developed.

Raise standards of student attainment and achievement in French and to monitor and support progress.

Structure Chart

School Leads
|
French Specialist

Job Content

Planning, Teaching and Class Management

Teach allocated pupils by planning activities and lessons to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest, allowing for creativity and fun and best use of available time
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- providing clear structures for lessons maintaining pace, motivation and challenge

Manage pupil behaviour in accordance with agreed school procedures.

Monitoring, Assessment, Recording, Reporting

Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;

Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;

Input to the preparation and presentation of informative reports to parents in the subject area.

Curriculum Development

Provide and develop an exciting French curriculum, including innovative approaches to enrich the language experiences of all pupils. Ensure plans, targets and success criteria are in place.

Keep up-to-date with national developments in French teaching practice and methodology in Early Years, KS1 and KS2 with a commitment to continuous personal development.

Extra Curricula Activities

Contribute to the broader life of the school by supporting and developing after school groups in the Pre-Prep and Prep Schools.

Safeguarding

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the school’s safeguarding policy.

Other Duties

Other duties of an appropriate level and nature may be required. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description may be amended at any time following discussion between the line manager and member of staff.

Person Specification

The criteria below will be assessed by the application form (A), lesson (L), interview (I). The tasks will include a presentation during the interview and a lesson observation.

Attributes		Assessment Criteria
Qualifications	<ul style="list-style-type: none"> • Degree/Higher Degree in French • Evidence of up-to-date CPD 	<p>A A</p>
Experience	<ul style="list-style-type: none"> • Experience of teaching French to children aged 2 to 11 • Excellent behaviour management using appropriate strategies • Experience of organising extra –curricula activities/clubs 	<p>A L A</p>
Knowledge	<ul style="list-style-type: none"> • Excellent subject knowledge (bilingual preferable) • Up-to-date knowledge of KS1 and KS2 curriculum development in French • Good knowledge and understanding of the principles that underpin inclusion and equal opportunities and a commitment to implementing these 	<p>I I I</p>

Vision	<ul style="list-style-type: none"> Supports our belief that a school curriculum requires focus, coherence and rigour 	I
Other Skills and Abilities	<ul style="list-style-type: none"> Excellent oral and written communication skills and good listening skills Excellent organisational skills, setting targets and managing own work with minimum supervision Approachable and promotes positive working relationships Ability to relate well to children and share their interests and enthusiasm Ability to effectively manage pupil discipline and have a commitment to high quality pastoral care Ability to evaluate own teaching critically and improve effectiveness Proficient IT skills 	<p>I, L</p> <p>I, L</p> <p>I</p> <p>I</p> <p>L</p> <p>L</p> <p>A, I</p>
Behaviour	<ul style="list-style-type: none"> Demonstrates high standards of personal integrity, loyalty, discretion and professionalism A calm and authoritative manner with a visible presence around the school 	<p>I</p> <p>I</p>
Safeguarding	<ul style="list-style-type: none"> Commitment to safeguarding and welfare of all stakeholders 	I

Application Process

To apply for the post, please complete the following documents and return to the HR Manager:

hr@jackandjillschool.org.uk

- Application Form (found on website)
- Cover Letter, explaining why you are suited to the role

Application deadline: 22nd May 2020

The Jack & Jill Family of Schools is unable to respond to unsuccessful applicants; only shortlisted candidates will be contacted.