



**Teacher of French and Spanish (Prep)**  
**Candidate Information Pack**





## The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.



## The Prep School

Monkton Prep School was founded over 130 years ago. The site is located within an area of outstanding natural beauty, is less than a mile and a half from Bath city centre and within easy reach of London, Cardiff and Southampton via an excellent train service. Pupils enjoy a broad and excellent programme within the framework of outstanding pastoral care, both for boarders and day pupils. Flexi-boarding is also an option many pupils choose at some stage during their time at the school.

The Prep School is led by Catherine Winchcombe. The Prep staff team is strong, cohesive and committed to providing excellence throughout the School, where possible collaborating with the Senior School staff. Our School Values: Confidence, Integrity, Service and Humility, form a strong foundation for our School community.

Facilities include an indoor, four lane, 25m swimming pool, a 300 seat auditorium, one full-sized and one half-sized astro pitch, tennis courts, outstanding sports pitches, an ICT suite, two science labs and a magnificent view over the Somerset hills to the South West.

Monkton Prep is a caring and vibrant community which fosters a balanced, all-round education as well as encouraging the pursuit of individual excellence. It is a friendly school and we are eager to educate character, as well as intellect, aiming to instil in the pupils a lifelong love of learning.



## The Role

**Job Title:** Teacher of French and Spanish KS2 and KS3

**Relationships:** The post holder is responsible to the Humanities Faculty Lead and Deputy Head Academic

**Core Tasks:** To teach French and Spanish to Year 6 - 8 pupils in accordance to Faculty and wider school requirements and policies

### Specific Duties

#### **Faculty policy, administration and resources**

- Be conversant with and instrumental in developing new Faculty aims and objectives, schemes of work, syllabuses, and assessment & reporting policies, working with the Faculty Lead.
- Share as required in Faculty administration and policy-making.
- Manage efficiently, and take good care of, Faculty resources entrusted to the subject teacher's care, reporting any losses or damage to the Faculty Lead or Deputy Head Academic.

#### **Teaching, assessment and reporting**

- Plan and teach lessons in keeping with the scheme of work (which you will lead on developing), giving due consideration to the needs of individual pupils.
- Take responsibility for the development of the MFL curriculum, working with the Faculty Lead and Deputy Head Academic to take French and Spanish to a new level of excellence in the prep school.
- Assess and evaluate the delivery of the curriculum, ensuring consistency with school policies and the National Curriculum as appropriate.
- Set prep in accordance with the prep timetable, and check that it is being completed efficiently by all pupils.
- Monitor pupils' progress by regular marking and assessment, keeping a record of marks. Methods of assessment must be in accordance with school policy.



- Provide parents and senior management with full information on the progress of pupils, as required. Write reports and assessments in keeping with the school's assessment system, and attend parents' meetings.
- Promote sound standards of punctuality, discipline and work within teaching groups, taking appropriate action and referring difficult cases to Deputy Head Academic as appropriate.

### **Faculty meetings & professional development**

- Attend Faculty meetings, making a proactive contribution.
- Attempt to maintain a close awareness of developments nationally within the subject discipline, by participating in Faculty initiatives and by personal initiative.
- Participate as required in the school's appraisal system.
- Engage in personal professional development by attending relevant courses and meetings as agreed with the Faculty Lead.

### **General Responsibilities including duties**

- Maintain good order and discipline among pupils and safeguard their health and safety both on the school campus and on organised events outside school.
- Supervise, as required, groups of pupils engaged in private study, and the classes of absent staff.
- Be a Form Tutor, supporting pupils pastorally and meeting with them regularly, including 1-1 meetings.
- Attend, and participate in as required, general school functions, meetings, Chapel services, cultural and social events, including those held out of school hours during term time.
- Carry out, in an efficient manner, a share of routine duties in accordance with published rotas.
- Share in the efficient running of co-curricular activities, as agreed with the Co-Curricular lead.
- To share in the development of positive school/community relationships.



- Assist in the promotion of the school's reputation, and in marketing activities as required.
- Carry out any additional task reasonably required by the Principal and Head of Prep School.

## Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year if the teacher were undergoing school-centred initial teacher training at Monkton.

		Essential	Desirable
<b>Qualifications</b>	Honours degree or an appropriate related discipline from a recognised University (requirement if teaching)	✓	
	QTS	✓	
	Leadership or management training (either an accredited course or INSET)		✓
	UK Driving Licence		✓

		Essential	Desirable
<b>Experience</b>	Ability to teach the specified academic subjects	✓	
	Successful experience of delivering a differentiated curriculum to pupils with a wide range of needs	✓	
	Successful experience of managing an effective classroom environment to support pupil learning and positive behaviour	✓	
	Ability to teach third subject to assist with timetable flexibility		✓
	Previous experience of teaching	✓	
	Experience of pastoral work in a similar setting		✓



		Essential	Desirable
<b>Knowledge and Understanding</b>	Knowledge of Equal Opportunities, Health and Safety, and Child Protection	✓	
	Awareness of safeguarding and pastoral issues, including those relevant to boarding, and coeducation	✓	
	Appreciation of the ethos of a Christian boarding school	✓	
	Ability to promote a positive ethos and pride in the School together with high standards of education, care and behaviour	✓	
	Good understanding of the ISI inspection framework and National Minimum Standards for Boarding		✓
	Evidence of the ability to work cooperatively with multi-disciplinary professionals, governors and other agencies	✓	

		Essential	Desirable
<b>Skills</b>	Proven ability to use ICT in the organisation and management of their role	✓	
	Ability to contribute significantly to the school's co-curricular program	✓	
	Excellent oral and written communication skills	✓	
	Ability to teach across the age and ability range for the School	✓	



		Essential	Desirable
<b>Personal Attributes</b>	Ability to exemplify the highest professional standards at all times, to prioritise and be well organised	✓	
	Ability to listen actively and communicate ideas and information in a clear, concise and open manner to a variety of audiences	✓	
	Commitment to personal development, innovation and change	✓	
	Ability to cooperate proactively, and to inspire, motivate and support pupils, staff, parents/carers and colleagues	✓	
	Ability to provide creative and practical solutions to meet pupils' and the School's needs	✓	
	Ability to learn from experience and take advice from both peers and the individual line manager	✓	
	The ability to remain calm and reflective when working in a challenging environment	✓	
	Resilience, commitment and confidence	✓	
	Evidence of the ability to consult and seek advice and professional support as necessary	✓	
	Ability to be flexible and adaptable	✓	
Ability to manage a busy workload and own well being	✓		

## Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)



- [Equal Opportunities Policy, including EYFS](#)

## Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.