



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

PART TIME TEACHER OF SPANISH AND FRENCH



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we recently celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE ROLE

A teacher of Spanish and French is required for September 2024. This successful candidate will teach up to 15 periods of a combination of Spanish up to A level and French up to KS3. The aim of this role will be to teach pupils the skills and content necessary in this subject area that will enable each pupil to achieve well and be confident with further study in this subject.

The ability to offer a third language or second subject would also be advantageous but not essential.

Applicants will need to demonstrate strong subject knowledge, contagious enthusiasm for their subject and an effective, nurturing teaching style.

A willingness to contribute to the co-curricular and pastoral life of the school is essential.

Teaching Responsibilities

- Teach an agreed curricular and co-curricular programme
- Plan, prepare and deliver lessons that follow the department's scheme of work, ensuring lessons are suitably differentiated and appropriate to all members of the class
- Mark pupil work on a regular basis in accordance

- with faculty and school marking policies
- Accurately record-keep for classes including registering, assessments, rewards and referrals
- Feedback to pupils and parents through writing reports and attending parents' evenings
- Attend regular general staff meetings including morning briefings and departmental meetings and to participate in extra-curricular activities
- Cover lessons both within and outside the faculty and be available for exam invigilation as directed by the cover supervisor
- Check school e-mail account on a regular basis and reply to colleagues and parents within 24 hours
- Carry out any other duties as required

Pastoral and Safeguarding Responsibilities

- Act as a tutor or support tutor, meeting with tutees on a daily basis and liaising with colleagues and parents as required. Developing detailed knowledge of each individual tutee including family context, academic ability and interests.
- Work within the pastoral team including heads of house/year to support pupils in their academic development/progress, wellbeing and co-curricular activity.

- Reporting any issues of concern relating to both pupils and staff, including child protection issues, to the DSL team and/or other pastoral leaders. This may include having to manage disclosures.

*Co-curricular responsibilities
(approx 50 hours per year)*

- Teach an agreed co-curricular department or non-department club, society, sport or activity

Classroom environment

- Establish a teaching environment that is positive and supportive of learning
- Consider the needs of pupils at all times interacting in a supportive and positive way
- Establish a culture for learning with pupils of all abilities
- Establish effective teaching practices so that pupil behaviour is consistently within the expectations of this school being purposeful, safe, respectful, open, valuable, and appropriate



Responsibility to parents

- Be available for appointments with parents
- Monitor pupil progress in prep books, report cards as necessary
- Demonstrate a thorough knowledge of each learner and their individual needs
- Written reports to be accurate, unbiased, individualised, pertinent, goals-based and follow school procedure

Performance measures

The performance of the teacher will be measured by an annual performance review





THE DEPARTMENT

The languages department consists of hard-working and enthusiastic teachers who achieve good results. We aim to allow pupils to achieve genuinely high standards in the languages they are learning.

Three modern languages are taught: French, German and Spanish. In Year 7, there is a languages carousel where pupils have lessons in each language before choosing their modern language option.

We currently use the following courses to support our teaching:

French Studio

Spanish Viva

German Stimmt

French and Spanish teaching is supported by two language assistants.

The department allows for a good deal of flexibility in its approach to language teaching with teachers encouraged to be innovative.

Specification

We use the AQA specifications for both GCSE and A-Level.

The languages department is situated in a series of adjacent classrooms on the top floor of the historic mansion house and teachers also have the use of a department office.



THE PERSON

Person specification

The successful candidate is likely to display the following characteristics:

- Possess a good honours degree in a relevant discipline
- Possess a post graduate teaching qualification: PGCE, diploma of teaching or equivalent
- Demonstrate strong subject knowledge
- Demonstrate a proven track record of results in examinations (for experienced teachers)
- Excellent communication skills, oral, written and use of ICT
- Prepared to work hard with energy and enthusiasm
- An understanding of the skills required when teaching pupils with a range of abilities, encouraging all to develop to their maximum potential
- An understanding of the nature of independent learning
- An ability to set high expectations amongst all pupils
- Enthusiastically commit to all aspects of the department programme including trips, visits and weekly study clinics
- Possess the ability, skills and experience to contribute to both the department's and the school's co-curricular programme
- A cheerful, enthusiastic and well-presented person, capable of inspiring confidence in pupils and parents
- Capable of working independently and as part of a team
- Calmness and efficiency and the ability to work under pressure at certain times
- Eager to learn and able to attend all INSETs
- An awareness of health and safety issues and compliance with health and safety policy
- Aware of the nature of the school and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach



WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Property prices tend to be high locally but there are affordable options a little further out, and many staff choose to live slightly further afield.

Claremont has its own teaching payscale and this role will pay a competitive salary, depending on experience.

Benefits include generous contributory pension scheme (currently through TPS), a generous discount on school fees, cycle to work scheme as well as complimentary lunches and refreshments during term-time.



HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our [website](#).

Applicants are asked to complete the downloadable application form available on our website. The application form is available in a Microsoft Word read/write format or the *pdf may be printed and completed by hand. You should provide a covering letter in support of your application addressed to the headmaster, Mr William Brierly.

Please note: applications should be submitted by email and sent to jobs@claremont.surrey.sch.uk

Documents must either be in Microsoft Word or *pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

Applications will be reviewed upon receipt. We encourage early applications for this role and will be in touch with suitable candidates to arrange a time for interview.



www.claremontfancourt.co.uk | jobs@claremont.surrey.sch.uk
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