



JOB DESCRIPTION

Part Time Modern Foreign Languages Teacher

**The School:**

Twyford is a successful co-educational, independent day and boarding prep school for pupils age two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 23 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

Job Purpose:

We are seeking an inspirational, committed and talented linguist to join our MFL team, teaching French (other languages would be desirable). You will be responsible for delivering an engaging curriculum to multiple year groups from Early Years through to KS2.

The primary role is to encourage a love of languages and provide lessons that inspire and challenge every child. The successful candidate will also contribute to the School's extra-curricular programme.

Hours of Work: Part-time (0.6 FTE) Monday - Friday

Salary: Commensurate with experience.

Notice Period: 1 term.

Reporting line: Deputy Head Academic



Key Responsibilities

- Have a secure knowledge of the relevant subject/s and curriculum areas, foster and maintain pupils' interest in the subject
- To provide a stimulating working environment for pupils both inside and outside of the classroom
- To be accountable for pupil's attainment, progress and outcomes
- To refer to all the programmes of study and schemes of work that are in place
- To plan individual lessons appropriate to the needs, interests, experience and existing knowledge of the pupils in the classes taught
- To ensure individual plans are used where appropriate in all lessons
- To teach classes and set preparation work for the classes taught
- To mark and assess pupils' work and to record their development, progress and attainment
- To maintain good order and discipline in the classroom and around the School by promoting the School's Values and Learning Qualities, as well as safeguarding, health and safety
- The person appointed must respect the position of trust and responsibility attached to the post and be aware of the sensitive and confidential nature of much of the information to which they have access
- To establish good working relationships with all staff and to liaise with them as necessary
- To build and maintain co-operative relationships with parents and communicate with them on pupils' wellbeing, learning and progress
- To be part of the weekly duty team. This includes breaks, lunch times, departure and evening
- To play a full part in the life of the School - including the extracurricular activities programme.



General expectations

- To carry out any other reasonable duties as requested by the Head or Bursar.
- To promote and safeguard the welfare of children.
- To comply with the School's Health and Safety Policy.
- To contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.

All staff are expected:

- To follow and promote the School's code of conduct, safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority
- To contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others
- To take an active role in ensuring the realisation of the School Development Plan
- To treat each pupil and each other as individuals with courtesy and respect
- To take part in relevant training programmes identified by the School
- To work in a co-operative, diplomatic and flexible manner
- To carry out any other reasonable duties as requested by the Headmaster or Bursar

*This job description is subject to annual review.
Updated: January 2022*

Education, Training and Qualifications	Essential	Desirable
Relevant degree subject	X	
Qualified Teacher Status	X	
Recent participation in range of training relevant to the teaching of the subject (s)		X
Knowledge and Experience	Essential	Desirable
A track record of achievement and ambition	X	
Excellent subject knowledge	X	
Classroom teaching experience within the relevant age range (KS2)	X	
Experience of teaching within the independent Prep School sector		X
Experience of teaching to Common Entrance and Scholarship level.		X
An understanding of pupils' educational development	X	
Experience of planning for assessment	X	
Knowledge of effective teaching and learning strategies across the ability range	X	
A willingness to introduce and develop teaching and learning strategies which would enhance the educational experiences of the pupils	X	
An appreciation of local and national policies, priorities and statutory frameworks, especially those relating to the safeguarding of children	X	
An understanding of good practice relating to the safeguarding of children	X	
A willingness to participate in subject related activities which fall outside the regular school day	X	
Expert classroom management skills and rapport with pupils	X	
Teaching sport		X
Have an awareness of safeguarding legislation and a full commitment to safeguarding practice	X	
Good and effective IT skills	X	
Personal Attributes	Essential	Desirable
Excellent communication skills, both orally and on paper	X	
Excellent interpersonal skills	X	
Excellent IT skills	X	
Ability to prioritise time effectively and to plan ahead	X	
An ability to motivate and inspire pupils and colleagues	X	
Commitment, enthusiasm, integrity and reliability	X	
A willingness to take on responsibilities within the department if the opportunity arises	X	
Flexibility and a willingness to learn	X	
Ability to work collaboratively as a member within teams	X	
A caring, kind and approachable attitude, especially in relation to pupils	X	
A willingness to contribute to extra-curricular activities, particularly sports	X	
Love of working with young people	X	
Stamina, emotional intelligence and resilience	X	
Attitude, style and presence of a role model for pupils	X	