



The Beacon

Independent Prep School for boys aged 3-13
Amersham, Buckinghamshire

Teacher of MFL

From April/September 2024



Contents

Welcome	3
Aims and Ethos	4
Job Description	5
How to Apply	8



Address:	The Beacon Amersham Road Chesham Bois Amersham Bucks HP6 5PF
Telephone:	01494 736165
Email:	recruitment@beaconschool.co.uk
Website:	www.beaconschool.co.uk

The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



From Nick Baker

Headmaster



Dear Applicant

Thank you for your interest in the position of Teacher of MFL at The Beacon.

We are seeking to appoint an exceptional and dynamic linguist to join our strong Modern Foreign Languages team, ideally from April 2024 (or by September 2024 at the latest).

The successful candidate will teach French to pupils in Years 4 to 8 and International Studies to Years 1 to 3. The ability to teach Spanish would be an advantage. International Studies is The Beacon's own programme for our youngest pupils, designed to immerse them in the language and cultures of a wide range of different countries. You can read more about International Studies on our website at <https://www.beaconschool.co.uk/prep/subjects>.

The Beacon is a large prep school for boys aged between 3 and 13, set on a 16-acre site near Amersham, some 30 minutes from London by train/tube. The Beacon has led and developed the Prep School Baccalaureate, which allows much freedom to Heads of Department in the development of a curriculum that seeks to instill and develop a love of languages and independent learning. To give you a flavour of life at The Beacon, please take a look around our website www.beaconschool.co.uk.

You will find our Safeguarding and Child Protection Policy and other useful policies on the website too. The Beacon is a remarkable school, and we seek remarkable people. I look forward to hearing from you.

Nick Baker
Headmaster

IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





The Role and Job Description

Role:	Teacher of MFL
Hours:	Full-time (Monday – Friday)
Reporting to:	Head of Modern Foreign Languages

Main Areas of Responsibility

Academic

- Together with the Head of MFL, to prepare Medium Term Plans for your classes
- To prepare and deliver lessons in line with the agreed curriculum and the Medium-Term Plans in Modern Foreign Languages
- To mark and assess pupils' work and progress in line with the school and departmental policies, and to record assessments in a clear and informative manner
- To prepare pupils for senior-school entrance exams at 13+, including academic scholarships
- To report pupil progress to parents at parents' meetings and in written reports
- To ensure that pupil work is presented and maintained in an organised, appropriate and accessible format
- To work closely in a team with other teachers and assistants, Heads of Department, Heads of Section and all members of the School Leadership Team
- To liaise with the staff in the Learning Support Centre to ensure that the needs of all pupils with SEN are being met
- To maintain records and notes on academic issues in the electronic profiling system
- To encourage and stimulate the pupils to achieve excellence in all their endeavours and to expect high standards
- To provide a comfortable, stimulating and well-organised classroom environment, with a high standard of display work on notice boards

Pastoral

- To look after the well-being and pastoral needs of the pupils in your classes
- To reinforce the aims of the school
- To monitor closely the behaviour of the pupils in your classes and to deal with any inappropriate behaviour in consultation with the Heads of Section, if necessary
- To encourage and reward the pupils for good behaviour, using a variety of different and appropriate methods
- To communicate effectively and regularly with parents and other staff
- To liaise with Heads of Section, where necessary, and to liaise with the School Counsellor, where necessary



- To maintain records and notes on pastoral issues in the school MIS (iSAMS)

Sectional

- To act as Form Tutor if required
- To work closely with the relevant Heads of Section to ensure that all sectional requirements are being met
- To keep the Head of MFL and Heads of Section informed of any issues concerning pupils in your classes
- To attend staff meetings, Parents' Evenings and departmental meetings etc.
- To review resources and make requests for items as part of the annual budget-bidding process

Additional Duties/Responsibilities

- To attend INSET and other relevant training as required
- To attend staff meetings, Open Day/Mornings, Speech Day, Parents' Evenings and curriculum meetings
- To participate in Additional Duties which may include early duties and exam-preparation sessions, as well as break-time and lunchtime duties on a rota basis
- To assist with the organisation and running of the annual Year 7 trips to France and Spain, and other trips and events as required
- To play a full part in the life of the school community, to support our distinctive mission and ethos and to encourage all our staff and pupils to follow this example

Safeguarding

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact, following the school's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues.

Note:

- The role will involve daily contact with children and a high level of responsibility for children. The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.



Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree in French • Suitable teacher qualification (e.g. QTS) 	<ul style="list-style-type: none"> • Degree-level Spanish
Experience	<ul style="list-style-type: none"> • Experience of teaching French to KS2 and KS3 (Note: it is not essential to have worked in the independent sector) 	<ul style="list-style-type: none"> • Experience of teaching KS2 and KS3 Spanish • Experience of teaching a modern foreign language to KS1
Skills	<ul style="list-style-type: none"> • Fluent in French • Excellent teaching abilities • Highly organised • Strong pastoral skills • Ability to contribute to extra-curricular agenda and wrap-around care 	<ul style="list-style-type: none"> • Fluent in Spanish • Experience of teaching other global languages, including English
Knowledge	<ul style="list-style-type: none"> • Up to date with current curriculum applicable to the subject • Up to date safeguarding training 	<ul style="list-style-type: none"> • Experience of teaching 13+ Common Entrance • Experience of preparing pupils for 13+ academic scholarships
Other	<ul style="list-style-type: none"> • Able to quickly settle into new environments • Enthusiastic about learning and teaching • Commitment to maintaining the highest standards in classroom delivery • Friendly and approachable • Flexible • Ability to remain calm and professional in all situations • Self-motivated and versatile • Excellent role model • Desire to contribute to school life beyond immediate classroom • Highly professional with positive outlook • Team player 	

In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.



The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form which can be downloaded from the website. Please send a copy of your completed Application Form and covering letter to recruitment@beaconschool.co.uk

The closing date for receipt of applications is **24 November 2023**. Interviews will be held in the following week.

We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

