



Est. 1919

BRAMBLETYE

Part Time Teacher of French (Maternity Cover)

Applicant Information including Job Description, Person Specification and Terms & Conditions

November 2017

Brambletye School

Brambletye is an IAPS co-educational boarding/day school for pupils between the ages of 2 ½ and 13. Pupils are prepared for Common Entrance or Scholarship Examinations to a wide range of senior schools. The School was founded in 1919 at Sidcup Place, Kent and moved to its present site, just off the A22, one mile south of East Grinstead, in 1933. In 1969 it was formed into a charitable educational trust with a Board of Governors, which includes parents and Old Boys, with a range of academic and educational experience.

The School facilities are centred on a large country house in the Ashdown Forest, in its own woodlands and extensive playing fields. The whole property covers 140 acres. The School has outstanding sporting, music, drama and arts facilities. These include an Art Room and Design Technology Workshop, a Library, an ICT Room, a large Theatre and Music Rooms. There is also a Sports Hall, tennis and netball courts, two squash courts, an indoor swimming pool and several playing fields.

Aims of the School

The School has established the following eight aims which guide every aspect of school life:

1. To provide academic and extra-curricular education of the highest quality for children aged 2 ½ to 13 years which can develop the abilities of all pupils allowing them to reach their potential.
2. To prepare pupils for pre-testing, Common Entrance exams at 13 years old and for academic scholarships. To inspire an understanding of the wisdom of the past, the technology of tomorrow's world and to strive to foster a strong and independent work ethic.
3. To instil in our pupils a life-long love of music, the performing arts and to stimulate an interest and understanding of the visual arts and design technology.
4. To offer a varied and well-organised sporting programme, to promote individual and collective participation by all, regardless of ability, in order to promote the benefits of a healthy lifestyle.
5. To remain fully committed to the merits of boarding life and to providing outstanding boarding facilities and a responsive pastoral care framework ensuring the safety and welfare of our pupils.
6. To instill and develop in our pupils qualities of character to see them through their lives beyond school.
7. To produce children who are not only talented and high achieving, but who are also generous of spirit, curious about the world and its inhabitants, alive to its possibilities and engaged with their role in it, with a balanced perspective on life allowing them to feel at ease with others.

8. To commit to the school's charitable role within both local and the wider community and to develop responsible citizens.

Job Description

The Post

The Modern Foreign Languages Department are looking for a committed and inspirational French Teacher to join their team to cover maternity leave for two terms, initially on 0.5* of a full timetable, this will include teaching on some Saturdays. The position is due to start on Wednesday, 18th April 2018, though there will be the requirement to work any inset days immediately prior to the term starting – the successful candidate will be notified of these in advance.

*to be discussed with the successful candidate regarding any extra duties able to be offered to support the wider school life.

French at Brambletye School

Subject Teachers are expected:

- To plan and deliver effective teaching in line with the departmental schemes of work;
- To have high expectations in terms of pupils' academic work and behavior including being consistent in implementing the School's Rewards and Sanctions Policy;
- To assess, record and report on the development, progress and attainment of pupils, both in writing and at parent consultation meetings;
- To liaise with parents and guardians both on a formal and informal basis;
- To work closely with other members of staff, including the Head of Department, Tutors and the Learning Support Team;
- To attend Staff Meetings;
- To assist with the supervision of pupils during the school day as directed by the Deputy Head (Pastoral); and
- To uphold safeguarding regulations as outlined in the School's Safeguarding Policy.

Person Specification

The successful candidate will:

- Have a passion for promoting the French language and culture;
- Be educated to degree level or higher;
- Have experience of Common Entrance preparation;
- Possess excellent communication skills both verbal and written;
- Be self-motivated and conscientious;
- Have an approachable, caring and supportive manner;
- Be able to work as part of a team;
- Possess strong IT skills; and
- Have the ability and desire to be involved in wider school life.

Terms and Conditions

The terms and conditions attached to this post will include the Standard IAPS Contract of Employment which will be available for inspection by those applying.

The remuneration will be made up as follows:

- An appropriate point on the Brambletye scale (pro-rata to hours worked and length of contract);
- A Brambletye supplement (pro-rata to hours worked and length of contract);
- School fee remission; and
- Accommodation may be available.

Applications

If you are interested in this position, please apply online through www.tes.com/jobs or <https://www.brambletye.co.uk/information/vacancies/>. If you would like an informal discussion regarding this position, please telephone Mr Simon Bird, Head of Modern Foreign Languages, on (01342) 321004 or email via: sbird@brambletye.com.

If you wish to apply by post, completed application forms together with a covering letter should be sent to:

Heather White
HR and Compliance Officer
Brambletye School
Lewes Road
East Grinstead
West Sussex
RH19 3PD

Please note that applications not submitted on via the Brambletye Application Form or where the Brambletye Application Form has not been completed in full, will not be considered.

The closing date for receipt of applications is Wednesday, 29th November 2017 with interviews due to take place the week commencing Monday, 4th December 2017.

Early applications are encouraged as the School reserves the right to close this vacancy and interview candidates before the stated closing and interview dates if we have received what we deem to be a sufficient number of applications.

The interview procedure will have three distinct elements:

- A tour of the School;
- The opportunity to teach a form for 35 minutes; and
- An interview with the Headmaster and the Head of Modern Foreign Languages.

Brambletye School are committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection process. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.