

## JOB DESCRIPTION: HEAD OF FRENCH

**Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share that commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).**

**Scope & General Purpose:** The position affords a rare opportunity to lead a highly successful department within one of the leading Prep Schools in the country. The successful applicant will possess a strong academic background, at the heart of which is an outstanding subject knowledge. Underpinned by a passionate and dynamic approach, he/she will be inspirational in both their teaching and leadership, and thereby deliver excellence in all aspects of their work. The post would particularly suit an ambitious teacher seeking promotion.

**Responsible to:** Deputy Head (Academic).

**Hours of work:** Full-time.

School Term time only (to include working days prior to the return and after the departure of pupils as may be necessary for the proper performance of your duties).

**Notice period:** One Full School term

**Commencement date:** 1<sup>st</sup> September 2026

### Overview

The Head of French will be responsible for ensuring that the education of the pupils is upheld as a priority and that the highest possible standards in work and conduct are achieved throughout the department. At the heart of their work will be an understanding of how the French curriculum from age 4-13 informs the path to Common Entrance and Academic Scholarship at 13+. The School has an outstanding and proud record of success in preparing children for entry to a number of leading Senior Schools in the country (most notably, but not only, Oundle, Uppingham, Oakham, Eton, Repton, Rugby and Stowe).

## Key Tasks

### ***Curriculum***

- The promotion of excellence in all respects, underpinned by the planning and delivery of a curriculum that is rigorous, innovative, creative and reflective of current best practice.
- The teaching of French across the Prep School, with the focal point of preparing pupils for the Common Entrance and Academic Scholarship at 13+.
- The effective assessment, recording and reporting on the progress of pupils, incorporating effective written and verbal communication with parents.
- The promotion and organisation of relevant workshops, visiting speakers and relevant educational visits.

### ***Areas of Management Responsibility***

- To manage and support the delivery of excellence across the department as a whole, ensuring effective liaison with the Head of Pre-Prep and French-teaching colleagues.
- To work closely with a wide variety of colleagues – *e.g.* the Deputy Head (Academic), Head of Learning Support, Form Tutors and Boarding Staff – in ensuring the needs of all children are met in the best possible way.
- To develop and maintain comprehensive departmental Schemes of Work and Curriculum Policies alongside a detailed and accurate Resources Inventory.
- To maintain careful and effective departmental records of pupil progress to ensure highly effective communication with both colleagues and parents.
- The chairing of departmental meetings, the promotion of inspiring subject initiatives and the planning of appropriate individual and departmental INSET.
- The stewarding of the departmental annual budget, liaising closely with all key stakeholders as required.
- The carrying out of professional duties as a Head of Department as required by the Headmaster.
- The leadership of trips to France: currently, there is a week-long residential trip for all Year 7 pupils.

### ***General***

- Ensuring the safety, well-being and discipline of all pupils.
- To contribute to the wider life of the School through coaching Sport and/or helping in the Boarding House.

## Knowledge, Skills and Experience Required

### ***Essential***

- A passion, energy and enthusiasm for working with children, coupled with an ability to inspire.
- Strong and relevant academic qualifications with an outstanding subject knowledge.
- An excellent classroom practitioner, with evidence from current school appraisals or lesson observations to support this.
- An up-to-date understanding of French curriculum developments.
- First-class communication and organisational skills, coupled with the ability to use technology effectively in enhancing learning.

- Strong interpersonal skills that promote confidence in dealing with colleagues, pupils and parents.
- An effective team member, able to work flexibly and contribute positively to life in a busy, exciting and thriving school.
- An ability and willingness to undertake a full and fair part in staff duties and responsibilities.
- An ability to work under one's own initiative with proven, successful decision-making skills.
- A positive approach to learning in role and identifying personal training needs as appropriate; the School is willing to support learning as required on a mutually agreed basis.
- A full and active commitment to the welfare and safeguarding of children and young people – pastoral care has a high priority in the School and, as with all staff, the successful candidate will be highly committed to this aspect of the job.

### ***Desirable***

- Experience of or a clear understanding of the requirements of Common Entrance.
- A second modern foreign language that could be offered as an extracurricular activity.
- Further interests and skills that allow for a strong contribution to other aspects of life in the School (e.g. Sport, Music, Drama); this includes the opportunity to work within the Boarding House.
- A robust and resilient nature, a capability to work under pressure and a sense of humour.

### **Note**

This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.