

SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of Teacher of French (Full Time - 1 Year Maternity Cover)

from September 2024





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the IB Diploma, with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

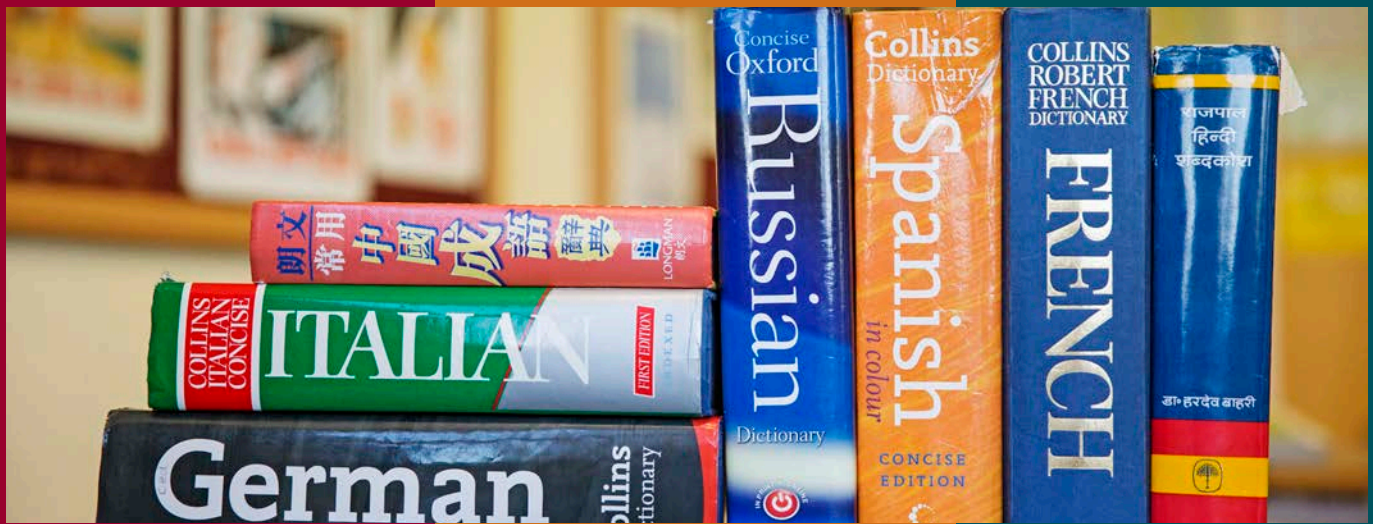
Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd), and features in their top ten IB Boarding Schools list for 2022. The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

In 2023, the average Diploma score was 39.0 points, about eight points above the world average. The Higher Education department supported applications of 246 students to universities in the UK, USA, Canada, Europe and Hong Kong

with an outstanding 93 per cent progressing to their firm choice university. The majority attend Oxbridge, London universities, or other Russell Group universities such as Bristol or Durham. We support about 20 per cent of our students with applications to international universities, with increasing numbers going to North America, specifically Ivy League and top universities in the United States.

Academic excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. Sevenoaks delivers a broad, balanced programme of study through exciting teaching. Strengthened by wise pastoral care, Sevenoaks students work hard to satisfy their natural curiosity and extend themselves far above and beyond the core curriculum. The school's international outlook promotes the principles of tolerance and open-mindedness. Regular assemblies, tutor group meetings and a programme of talks help to foster the social and emotional welfare of our pupils, while a long tradition of service and local and international charity projects advances a core set of values across the student body.

Our mission is to provide students with the knowledge, understanding and confidence to be world citizens, empowered to make a difference. Our strategic priorities outlined in Sevenoaks 600 focus on strengthening our broad education,



continuing to provide an inspiring and sustainable campus for the future, and being an inclusive school for the community.

The school has significant and growing connections with schools in the state sector, both at primary and secondary level. These, and other community service activities, are part of the educational ethos and curriculum of the school, for pupils, teachers and non-teaching staff. The school hosts activities for visiting local schoolchildren and provides training and networking events for teachers. There are numerous sporting, musical, drama and other activities, aimed at pupils, parents and members of the public.

During school holidays, the school also offers additional day and residential programmes to its own and other pupils and may also hire out its facilities from time to time to other organisations. In particular the sports and performing arts centres are used to generate commercial revenue in addition to being major educational facilities for the school. All of these activities in addition to the lively day-to-day life of the school ensure that excellent use is made of the assets and facilities.

In 2019, we launched the Sevenoaks School Summer Programme, an exclusive academic enrichment course for bright, ambitious students aged 11-17. Now in its fourth year, we have welcomed students from over 60 different countries. The academic side of the course

involves four modules: Critical Thinking, Social Leadership, Creativity and Digital Skills, all of which are planned, organised and delivered by staff from Sevenoaks School. In 2023, we launched our English Language course, designed to give students personalised English language tuition. An additional Music Programme is planned for 2024.

We employ hundreds of staff who work in a wide range of different departments. The school is one of the largest employers in the local area and aims to be an employer of choice for top staff from around the world. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equity, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only



a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

Teaching at Sevenoaks School

Teaching here is immensely rewarding: we work in high-performing teams towards a shared endeavour. Everyone appointed to teach at Sevenoaks School is expected to engage actively in all aspects of our broad and well-rounded education, across a six day week, with lessons on Saturday mornings and sport in the afternoons.

We want all our pupils to enjoy their subjects, to be inspired by their teachers and to become independent, lifelong learners. Teachers are enthusiastic and well-qualified graduates. We have an exceptionally lively, talented and committed staff body. We welcome applications from experienced teachers and newly-qualified teachers, but can also provide training including

PGCE for those joining the profession at whatever stage. All new staff undertake a comprehensive induction programme. Sevenoaks is committed to supporting its staff with training and professional development tailored to staff needs and interests.

All teachers are involved in proactive pastoral care. All teachers participate in the co-curriculum and, as our outreach activities expand, contribute to our work with local pupils and schools. Teachers at Sevenoaks are innovative and forward-thinking many are involved in the Institutes of Teaching and Learning, Higher Education and Professional Insight, and Service and Partnerships, shaping further development and initiatives for students and staff alike.

Curriculum

At every stage, we offer a broad, deep, and integrated curriculum. Every pupil is encouraged to be curious, creative, critically aware, and to develop his or her passion and talent to the full. Life is fast-paced, dynamic, and expectations are high. At the same time, the school seeks to cultivate in its pupils the habit of reflecting on their learning, and on how they contribute to society more broadly. Ambitious and principled, confident, and compassionate, our pupils are prepared for leadership and teamwork in the wider world.

Regular assemblies, tutor group meetings and a programme of talks help the social and emotional understanding in our pupils, and a long tradition of voluntary service and local and



international charity projects advances a core set of values across the student body.

In Years 7-11 all students take courses in critical thinking developed by the school. The Middle School Diploma, launched in Year 9 in September 2017, recognises the learning that takes place both within and outside the classroom and is built around seven core values: creativity, independent learning, critical thinking, international understanding, collaboration, self-awareness, and social responsibility.

All of the 460-plus Sixth Form students pursue the International Baccalaureate Diploma, a programme the school has delivered for 40 years. The Diploma is the best preparation for university and for work in a world of global competition. Even more important, it genuinely develops a rich inner life in our students, opening their minds to connections and possibilities within and across the subject disciplines.

It is no surprise that our students leave Sevenoaks to study a wide range of courses in the UK and around the world. Each year all leaving students progress to the world's top universities, including Oxford and Cambridge, and around one in five take places at leading US and international universities. They do so with an enlarged capacity for independent thought and intellectual risk-taking, a strong appetite for learning, and equipped with the skills and personal qualities conducive to a happy and successful life.

Modern Languages

The Modern Languages team is large, energetic and ambitious. A diverse range of modern languages is taught: French, German, Mandarin, Russian and Spanish are available to (I)GCSE, and also comprise part of the IB Diploma programme in the Sixth Form, where additional languages are sometimes offered depending on demand, including most commonly Italian. The Heads of the five main curriculum languages work together as a team under the leadership of the Head of Modern Languages, who also acts as the de facto Head of Department for any additional languages taught. There are 22 language teachers and a number of visiting language tutors who offer additional languages teaching to native speakers. We also currently have nine full-time language assistants for French, German, Mandarin, Russian and Spanish.

All students joining the school in Year 7 take one modern language from a choice of French and Spanish. In Year 8 a second modern language is offered from a choice of French, Mandarin, Spanish, Russian or German. All students must take at least one modern language at (I)GCSE at the end of Year 11, and many choose to study two, sometimes in combination with the languages taught by the Classics department.

In the Sixth Form all students take the International Baccalaureate examinations at Higher or Standard Level depending on their



background; students' levels range from Ab Initio right up to native speaker standard (Language A). A language, modern or Classical, is a core requirement within the programme, and the vast majority of our 440 Sixth Formers take a modern language at one of the various levels available to them. Many students opt to study languages at top universities. The presence of almost 200 students with international backgrounds enriches the student body and develops interest in other countries. There are regular university and Oxbridge successes, and several Sevenoaks modern language debating teams have enjoyed the status of national champions in recent years.

The Language departments run a series of exchanges or study trips in seven countries with several partner schools, as well as a range of other enrichment and co-curricular activities. In addition, a full-time Languages secretary and Exchange Co-ordinator helps with the administration of the department.

The Modern Languages team works in their own centrally located section of the school, which comprises 15 classrooms and a computer suite.

The French Department

The department comprises seven teachers and three language assistants, who play a vital role in contributing to the emphasis on contemporary language and cultural awareness. At present French is the compulsory language in Year 7 to Year 9. The language becomes optional in

Year 10, though most choose to continue with it through to IGCSE. Classes are setted according to ability, ranging from beginners in Year 7 and Year 9 through to bilingual students in the Sixth Form.

In the Lower School, native speakers are offered the opportunity to attend a bilingual club run by a native conversation assistant. In the Middle School, bilingual pupils are placed in a separate class with a French teacher, and they have the opportunity of taking the French DELF B2 exam.

French is a very popular subject for IB, where it is available at both Higher and Standard level at both Language A (native speaker) and Language B (post-GCSE). The French department runs a series of study trips and exchanges with partner schools, especially in Year 9 to Lyon and the Lower Sixth to Brussels, in addition to a study trip to Northern France with the whole of Year 7, and a French language ski trip to the Alps in Year 10 and Year 11.

The Post

This is a one-year maternity cover post. The ideal candidate will be an enthusiastic, well-qualified graduate and a successful, dynamic teacher. They will be capable of teaching across the year groups and ability range, from beginners learning it as a second or third language in Year 7 up to native speakers in the Sixth Form. A second language to IGCSE at least will be an advantage but is not required. Love of the subject and an



ability to convey this to students is essential. The department organises a number of exchanges and study trips during the school holidays and all teachers are expected to be involved in at least one. We welcome applications from teachers new to the profession as well as those with teaching experience. A commitment to excellent pastoral care and enriching co-curricular and outreach activities is also expected.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

Benefits

- Free school lunch.
- Free parking.
- Membership of the school's fitness centre.
- Membership of a Pension Scheme is available.
- Cycle to work scheme.
- Employee Assistance Programme.

- Other benefits such as free or subsidised tickets for school music and theatre productions and access to an employee discount scheme.
- Fee remission policy (terms apply).

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.



Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Information for applicants

Sevenoaks School has its own generous salary scale. Further information about the school can be obtained from the school's website: www.sevenoaksschool.org, including more about working at Sevenoaks: www.sevenoaksschool.org/work-at-sevenoaks.

Applicants should complete the application form in full. Guidance for completion of the form is downloadable from our website. Note that Part 6 must show a complete history of employment, and should continue on a separate sheet of the application form if necessary.

Please submit your completed application form, covering letter and CV by e-mail or post to:

The Human Resources Department
Sevenoaks School
High Street
Sevenoaks
Kent TN13 1HU

Tel: 01732 467740;

email: pa@sevenoaksschool.org.

Applications should be submitted by midnight Monday 22nd April 2024.

The school retains the right to interview suitable applicants and appoint before the deadline.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare

young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.