



Highworth
Grammar School



Job Application Pack

Head of French

Required for September 2025

February 2025

Maidstone Road, Ashford, Kent, TN24 8UD

Our School Motto



Our school motto is: *Ad Caelestia Sequere... Reach for the stars*
and so, Highworth aims to develop students who are:



Reflective, creative
& innovative

Eager for life-long learning

Aiming to achieve their
full potential

Considerate,
confident, independent individuals

Happy in a caring,
respectful community

Our motto of 'Reach for the Stars' embodies the daily working life of the whole school community; students are encouraged to see learning as a lifelong activity. A key feature of our motto is happiness which is achieved through excellent student behaviour in lessons; clear policies and guidance; strong leadership; and enthusiastic community spirit. It is important that both staff and students feel confident, happy and valued.



Welcome

Highworth Grammar School combines a tradition of academic excellence with extensive pastoral support. The school has been educating students from the Ashford community for over a century and we are now a thriving school with over 1500 students and 140 staff. Students at Highworth love learning and are highly motivated. We care about our students and they care about each other which creates a happy and supportive learning environment.

Students at Highworth are given rewards for creativity, problem solving, achievement resilience and team work. We value the development of a full range of skills to offer students the best preparation for future challenges. Working here allows staff to share this balanced approach to education; embrace new ideas; and sustain a sense of enjoyment in their own learning.

Whilst the school is academic we recognise and fully support the creative aspects of the curriculum and are proud of the many opportunities provided for achievement in music, D&T, and the arts. We believe this is crucial in our ethos in encouraging our students to be independent, creative and highly motivated lifelong learners.

Our A Level and GCSE results and performance measure page can be accessed using this link:

<https://www.find-school-performance-data.service.gov.uk/school/136379/highworth-grammar-school>

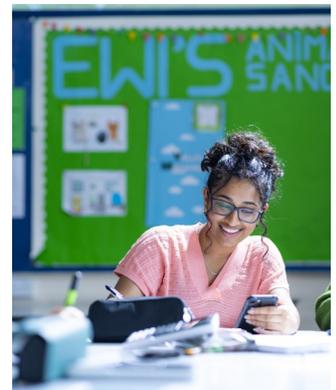
If you feel your outlook matches ours and you want to be part of a thriving school community, we would love to hear from you.

Duncan Beer
Headteacher

Features of the School



- Caring, supportive and committed staff
- Commitment to professional development
- High academic standards with a large proportion of outstanding lessons
- Vertical tutoring
- Cloud storage and software provided by Google
- Laptop for every teacher
- Wireless multimedia projector for every classroom
- 2 dedicated ICT suites (air conditioned)
- 28 mobile laptop trolleys
- New sports hall
- 10 dedicated Science labs
- 3 Performing Arts studios
- Music Technology suite and recording studio
- D&T suite with latest technology
- Research into use of new technologies/pedagogy
- Cover supervisors to minimise staff cover
- 10 day timetable with five one hour lessons per day. Current maximum teaching time for full time teachers is 45 out of 50 teaching periods



Students

The school has a wide catchment area, taking students from over 40 primary schools, many of which are situated in small villages within the Kent countryside.

Entry at age 11 is by the Kent Education Committee Selection Procedure, which aims to identify the top 25% of the ability range.

Students also transfer to our school at 16+ from other schools. There are minimum entry requirements to join the school at Sixth Form

Staff

We are fully committed to the professional development of all our staff.

All new teachers and ECTs follow a well informed and structured induction programme.

All staff are encouraged to pursue personal goals and the school fully embraces interest in pastoral and pedagogical innovation.

Every member of staff takes part in the annual performance development scheme which also embodies our motto of 'Reach for the Stars'.

Job Description



Modern Foreign Languages at Highworth

We aim to foster an enthusiasm and passion in our students for languages. Students will be enriched with knowledge about each country's culture and develop an appreciation of the importance of modern foreign languages in an increasingly globalised society.

French is an important core subject and our department of 3 teachers and a Language Assistant work enthusiastically to deliver a broad and balanced curriculum for the students. In year 7 students are allocated two languages. They then choose one language to study in year 8 to study up to GCSE Level. At KS3, we use Dynamo textbook and at KS4, we follow the Pearson Edexcel GCSE Syllabus. Students have the opportunity to take French at A level studying a range of topics such as Changes in the French Society, Political and Artistic Culture in French Speaking Countries, Immigration and French Multicultural Society and Occupation and Resistance. In literature, we focus on a film "Intouchables" and a book "Le Gone du Chaaba".

The French Department aims to develop resilient, confident, culturally curious students. With the hope that Students will be equipped with practical skills and self-belief so that they can learn a language successfully into adulthood. We aim to provide opportunities for students to progress in the four main skills: reading, writing, listening and speaking. The study of grammar and linguistic structures also enhances knowledge of students' own languages. They practise a variety of skills which can be applied to a wide range of future pathways and career choices. We strive to lay the foundation of life-long learning to study a future language, or study and work in other Countries.

The Department supports student development with wider curriculum opportunities where possible and also runs a support French club for year 10 and 11 students during the lunch hour. Regular trips to northern France are organised each year where students enjoy practising their language skills whilst visiting monuments in Paris, or whilst having fun at the Astérix theme park amongst other places of interest. The Department works as a larger team in collaboration with the German and Spanish Departments with a commitment to sharing good practice and resources.

Accountabilities - Teaching:

- To complete the tasks of the classroom teacher as set out in the School Teachers' Pay and Conditions document (extract attached for reference) having due regard for the school's aims and objectives, schemes of work/syllabi, and policies of the Governing Body.
- To work with the Head of Department to ensure students are taught to the highest standard.
- To undertake the duties of Mentor as directed by the Director of Learning and appropriate managers, when required.
- To share in the corporate responsibility for the wellbeing and discipline of all students.
- To take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.
- To contribute to the school aims by providing activities that enrich the curriculum and the students' experience of learning.
- To support and implement all relevant aspects of the development plan and make a measurable contribution to whole school objectives.

Performance Development:

All staff review the Highworth Green standards and Blue standards and personal targets in their annual Performance Review.

Staff Development:

To assess development and training needs and discuss with Line Manager.

To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

Accountabilities - Head of Department

To monitor and coach subject teachers in the development of pedagogy and classroom management skills and create a culture of shared good practice to improve the learning experiences of all students:



- Team teaching
- Shared lesson planning
- Sharing good practice through department meetings
- Developing shared resources
- Subject INSET time

To monitor the progress of all students to ensure high standards are established and maintained:



- Lesson observation
- Student discipline
- Work sampling
- Student questionnaires
- Checking quality of reports
- Monitoring of assessments compared to targets
- Presence at consultation and options meetings where appropriate

To use and distribute assessment information to guarantee learning opportunities which enable all students to make progress:



- Target setting
- Identify and monitor groups of students eg G&T, SEN, EAL
- Differentiation in lesson plans, schemes of work, teacher planning
- Ensure all teachers use assessment information in teaching and learning
- Records of subject assessment
- Ensure continuity of information between teachers

To create a stimulating environment for learning by using available resources to excite and enthuse all learners:



- Allocation of staffing, rooming and other resources
- Use of new technology
- Health and safety
- Good budget planning and use of BSA&E

To ensure all students are entered for the correct examination:



- Checking entry sheets
- Meeting deadlines
- Predicted grades
- Moderating coursework

To build well-motivated and enthusiastic teams that have high aspirations and mutual respect leading to a shared responsibility for school improvement:



- Appropriate development of all staff and CPD
- Shared involvement in producing SOWs, development plans etc
- Challenging targets

To assist the leadership group in the annual review of the standards of teaching and learning in the subject area and to provide evidence for the School Evaluation Form consistent with school policy:



- Involvement in subject review
- Evaluation of examination results analysis
- Student questionnaires
- Work sampling

To contribute to the school aims by providing activities that enrich the curriculum and the students' experience of learning:



- Development of clubs, trips etc
- Study support
- Use of available support staff
- Cross curricular activities

To support and implement all relevant aspects of the development plan and make a measurable contribution to whole school objectives:



- Development planning
- Subject reviews
- Involvement in whole school working parties
- Attend HoD meetings

Highworth is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The post holder will be required to promote the health, safety and wellbeing of self and others, and also to safeguard student and staff welfare, and follow school policies and the staff code of conduct

Person Specification



QUALIFICATIONS:

- Good honours degree
- Qualified Teacher Status
- Evidence of further relevant professional development

SKILLS:

- Ability to lead, inspire, motivate and support students and colleagues
- Ability to work under pressure and meet deadlines
- Good ICT skills
- Ability to think strategically
- Ability to forge links with the wider community
- Able to lead a strong, closely knit team where ideas are shared and developed together

EXPERIENCE:

- Evidence of successful, inspiring and innovative teaching in the secondary phase
- An excellent track record of success with public examination results
- Co-ordinating and collaborating with colleagues
- Teaching French to GCSE
- Teaching French to A Level

KNOWLEDGE:

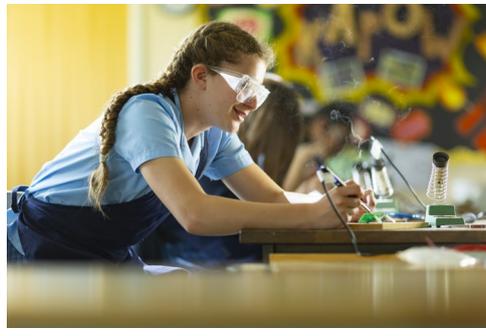
- Up to date knowledge of developments in pedagogical techniques relevant to French
- Awareness, and practise of, best practice and research in teaching and learning, such as modelling, retrieval and scaffolding

PERSONAL QUALITIES:

- High levels of personal and professional integrity
- Personal warmth to gain the confidence of students, staff and parents
- Appropriate levels of personal presentation
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- A passion for teaching French

ATTITUDES:

- A willingness to share experiences and learn from colleagues
- A team player with leadership skills
- A commitment to child protection and safeguarding
- A reflective and flexible approach
- Positive, enthusiastic and energetic approach to teaching
- Ability to think creatively and imaginatively
- Supportive of the School's ethos
- High expectations of student attainment, personal development and conduct
- Commitment to professional development



How to Apply

The Highworth Grammar School Application Form should be used to apply for this post.
We do not accept CVs.

Deadline for applications: Monday 17th March 2025 at 8am

Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Highworth Grammar School reserves the right to withdraw the position if an early appointment is made.

Highworth Grammar School is committed to:

Safeguarding and promoting the welfare of young people

This post will require an enhanced disclosure from the Disclosure & Barring Service (DBS).

Creating a diverse workforce

We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Safer Recruitment:

In line with 'Keeping Children Safe in Education' recommendations, all candidates invited for interview will be required to complete a self-disclosure form and will be subject to an online search check.

