



# The Beacon

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

## **Head of Modern Foreign Languages (With on-site accommodation)**

**Full-time**

**From January 2025**



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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

We are seeking to appoint an exceptional and dynamic Head of MFL to lead our Modern Foreign Languages team from the Spring Term 2025.

The successful candidate will lead our MFL department where French, Spanish and International Studies is taught. You can read more about MFL and 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; subsidised staff accommodation may be available.

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 independent learning. To give you a flavour of life at The Beacon, please take a look around our website [www.beaconschool.co.uk](http://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:** Head of MFL

**Hours:** Full-time (Monday – Friday)

## Main Areas of Responsibility

### Departmental Management

- Lead the MFL team and teach MFL across year groups
- Be responsible for the curriculum and standards of the teaching in the specialist subject throughout the school, working closely with other staff (Reception to Year 8)
- Work closely with the Head and Deputy Head Academic regarding future schools and scholarship provision; ensuring scholarship pupils are fully prepared
- Establish clear guidelines for how the department should be run, especially with regard to school policies on planning, marking and assessment
- Continuously revise and update Schemes of Work and organise reviews of the work, progress and plan for the forthcoming term
- Monitor/support the teaching by the other staff through individual discussion, assessment and lesson observations to ensure highest standards throughout
- Responsible for the allocated departmental budget; review resources and make requests for items as part of the annual budget-bidding process
- Meet regularly with other Heads of Department to strengthen cross-curricular links and share skills, ideas and experiences in teaching and learning
- Promote interest in and enjoyment of the subject through extra-curricular activities and inter- and intra-school events
- Keep abreast of developments in the subject, attend relevant training in particular developments in the MFL curriculum
- Prepare Departmental Review papers for presentation to SMT and Governors' Education Sub-Committee as required from time to time
- Attend and take an active role in Academic Team meetings
- Organisation and running of the trips to France and Spain, and other trips and events

### Academic

- 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 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 and Heads of Section informed of any issues concerning pupils in your classes
- To attend staff meetings, Parents' Evenings and departmental meetings etc.

### **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 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

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





## 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](mailto:recruitment@beaconschool.co.uk)**

The closing date\* for receipt of applications is **Wednesday 19 June 2024**. 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).

