Teacher of MFL
Part-time
For September 2018
Exeter is a thriving and beautiful city. It is considered by many to be the capital of the South West, and is a wonderful place in which to live and work. The city is served by three railway stations and is just over two hours from London Paddington by train and just under three and a half hours from London Waterloo. There is also an international airport with internal flights to a number of UK cities, including London, Manchester, Newcastle, Glasgow, Dublin and Norwich.

Exeter is an historic and cultural city with a broad range of modern facilities: as well as beautiful Georgian architecture, the magnificent Norman Cathedral, small winding back-streets, Roman ruins and myriad independent shops, there are cinemas, theatres, cafes, restaurants, night-clubs, a museum, swimming pools, shopping centres, a range of smart department stores and a choice of supermarkets. Many of these are just a short walk from the School, as is the Quay with its range of boutique cafes, artisan caverns and river-side bars and restaurants.

The city is home to the excellent Exeter University, and the student population brings vibrancy, bustle and a sense of energy, whilst the location of the University campus means that the city-centre and surrounding areas never feel over-populated. There is a large professional population, too, with the hospital, the university, the Met Office, and the business district attracting professionals and their families.

The housing market in the city is buoyant but affordable, with the St Leonards area being particularly popular. There are some beautiful towns and villages within striking distance (by road or rail) of the city, and a number of our staff commute. The area is very well served for senior schools.

The South West is an area of outstanding beauty, and Exeter is a short drive from Dartmoor, Exmoor, beaches, forests, hills, and any number of walks and outdoor activities. It is a wonderful place to live and we find that a good number of new families to the School have chosen to relocate to Devon to enjoy the space, the pace of life, the nature on the doorstep and, of course, the first-rate educational opportunities.

ECS is a happy, supportive and vibrant community of some 275 pupils and some 60 staff, of whom c40 are teaching staff. The staff body is a dynamic mix of long-serving members and newer arrivals, and there is a great deal of in-house expertise available.

The School offers Nursery, Pre-Prep and Prep education: Nursery–Year 2 are housed in Hall House, a former Canonry nestled between the ancient city wall and the Bishop's Garden in the Cathedral Close, and Years 3–8, as well as the majority of the administrative offices, are based in the Chantry, a red-brick 19th century building in the lee of the Cathedral on Palace Gate. The School also has use of a range of buildings clustered together in the South West corner of the Cathedral Green, including a well-equipped and newly-refurbished Science laboratory, dedicated music teaching and rehearsing space, an Art & Design department which is housed in the Old Deanery, a Nutrition room in the School's Coach House building, and a range of other learning spaces. Many of the School's classrooms are equipped with projectors and Smartboards, and staff have access to desktop computers and use of the School network in many classrooms and in the staff work room which is part of the staff room area.

Staff who work at ECS enjoy an enviable location, proximity and daily access to some of the country's finest architecture and choral music, a working environment which is supportive and purposeful, and the privilege of working with and for a delightful and kind set of parents and pupils.

New staff receive a full day's induction and are mentored in their first year by an appropriate senior member of staff. ECS is ISTIP-accredited and NQT induction is supported. The School is committed to Continuous Professional Development, whether through inset training delivered at school, through externally-run courses and conferences, or through in-house opportunities.
Teaching staff are entitled to join the Teachers’ Pension Scheme and are entitled to receive a 50% remission (pro-rata for part-time staff) against tuition fees for any of their children accepted at ECS. Places for children of employees are offered according to place availability and standard assessment procedures.

We accept Childcare Vouchers purchased through a registered supplier against additional services (outside the curriculum) such as ASC/Breakfast Club and residential excursions, and the School participates in the Early Years Funding Scheme. In addition, we offer a Childcare Voucher purchase scheme through SODEXHO for staff who wish to purchase childcare vouchers through their salary (before TAX and NI deductions). The School is also a member of the Exeter BID, who are in discussions about the possibility of introducing an employees’ benefit scheme, meaning that ECS staff would be able to benefit from exclusive discounts and offers in the BID area.

In addition to these perks and benefits, meals are provided free of charge to staff in the dining room during term time.

The family feel of ECS extends beyond the Chantry door, and such is the School’s glowing relationship with the local community that its staff are traditionally welcome to enjoy discounts at the nearby (and very good!) cake shop and at an excellent local beauty/spa business. The School has recently entered into a partnership with a local gym/fitness company, where ECS staff are entitled to reduced rates.

Single accommodation (a large double room with views over the Old Deanery Garden; loo and shower room; shared kitchenette) may be available with this post. This accommodation is free of all rent and utilities. Resident staff enjoy three meals a day in school, free wifi, free use of the laundry facilities, and a much-sought-after EX1 postcode. The accommodation is housed in school, and is a 1-minute walk to the Cathedral Green, which in turn opens onto the city High Street with its range of shops, pubs, restaurants, cafes, bars, cinemas, theatres and leisure facilities. Resident staff are required to undertake an evening boarding duty each week.

With the arrival of a new Headmaster and a new Assistant Head in January 2016; the creation of a number of new middle/senior leadership posts in September 2016 (including Head of Scholarships & Enrichment, Head of Lower Years, Head of Upper Years, Chorister Tutor, Office Manager); the arrival of a former Hockey International as our Director of Sport in January 2017; the appointment of the School’s first ever Director of Marketing and Communications in Lent 2018; the appointment of a new Director of Music for September; the imminent arrival of the School’s first ever Head of Languages in September 2018; and an overhaul of the School’s curriculum, including the introduction of some sector-leading innovations, this is an exciting time to join this ambitious and purposeful School as it embarks upon the next stage of its development.

The School

Exeter Cathedral School is an independent day and boarding Prep School for girls and boys aged 3-13. Founded in the 12th century as a choir school, ECS now educates approximately 260 pupils. 40 of these are the boy and girl Choristers of Exeter Cathedral, who continue the centuries-old pattern of leading the daily sung worship in the Cathedral. Nowadays, we offer a fully-rounded Prep School education to pupils from a variety of backgrounds and with a range of talents and interests, whether they be sporting, academic, artistic or musical.

We have an enviable location (right in the heart of the city and yet nestled safely in the lee of the Cathedral), a maximum class size of 18 (allowing us to really know each and every pupil as an individual), a proven track record of securing places and scholarships to a range of leading senior schools, and a firm commitment to being a forward-thinking Prep School with traditional values. Above all, we are a school where people matter, and where staff and families work in partnership to help children acquire the right habits for life.

The School as a Christian Community

ECS is committed to being a loving environment in which children of all faiths and of none may grow in knowledge, understanding and confidence supported by staff who are expected to be in sympathy with the aims of a Christian school.
Membership
ECS is proud to be a member of IAPS (the Independent Association of Preparatory Schools), the CSA (Choir Schools’ Association), the BSA (Boarding Schools’ Association), and to be an Associate Member of the Woodard Foundation. These associations/foundations are nationally-recognised kite-marks of quality.

The School’s Aims
ECS aims to offer an outstanding Prep School experience, where the focus is on educating the ‘whole child’. It seeks to do this by providing a safe, nurturing, stimulating, purposeful and gently-Christian environment in which each child is known as an individual and in which each child is mindful of, and grateful for, those around them and the part that they play in building their community. The School is an ancient foundation with traditional values and a modern approach. It expects high standards from its pupils and its staff and is committed to rigorous academic endeavour; outstanding pastoral care and individualised attention; an exciting range of extra-curricular opportunities; a first-rate sport and wellbeing education; a world-class musical education; and to working with families to help its pupils acquire the right values, habits and skills for life.

The Cathedral
In September 2014, ECS was made legally and financially independent of the Cathedral and is now a registered Charity and a Company Limited by Guarantee. There remains a very strong and deeply-entrenched link between the School and the Cathedral, and the two institutions work side by side to ensure the smooth running of daily life and to ensure the safeguarding and well-being of the Choristers. The School makes use of the Cathedral and its glorious buildings for its assemblies, concerts, major events etc. A number of members of Chapter sit on the School’s Governing Board.

Boarding
Our (small) boarding house is situated on the main school site and is run by a Housemistress (and her husband) who is assisted by a Boarding House Matron, the Chorister Tutor & Musician in Residence, and a team of Gap Tutors. There is currently a small number of full boarders, a healthy cohort of weekly boarders, and a large number of flexi boarders. All members of the teaching staff are expected to contribute to the boarding life of the school by undertaking a (very) few weekend duty days per annum. Resident staff are expected to undertake a weekly evening duty.

The Role
We are seeking to appoint a high-calibre individual to the post of Teacher of MFL (part-time) from September 2018.

Following the appointment of the School’s first ever Head of Languages (Modern and Classical), we are seeking an additional part-time member of the Department. This is a rare opportunity to join Exeter Cathedral School at an exciting time in its 900-year history, and to be part of Exeter’s oldest school as it embarks on the next stage of its development.

The successful candidate is likely to be an outstanding practitioner (whether new to the profession – the School is ISTIP-accredited and NQT induction is offered – or an established teacher) with considerable skill as a linguist (French is essential), high standards, a willingness to work hard, and the ability and motivation to be an ambassador for languages at this busy and purposeful co-educational 3-13 Prep School, which is proud to educate the Choristers of Exeter Cathedral.

The ability to teach French to classes from Reception-Y8 is essential; the ability to offer a second language may be an advantage.
The Senior Leadership Team currently comprises the Headmaster, the Assistant Head, the Head of Pre-Prep, the Designated Safeguarding Lead, the Director of Marketing and Communications, and the Bursar. The successful applicant will ultimately be accountable to the Headmaster through the Assistant Head, and reports directly to the Head of Languages.

All members of the teaching staff are expected to assist with cover requirements and to undertake a number of supervision duties each week as part of the duty rota (the Deputy Director of Studies aims to ensure parity on both counts).

**Accountability**

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**Person specification**

### Qualifications

- Strong academic, linguistic and intellectual credentials.

### Skills and Experience

- Proven teaching/linguistic excellence
- A commitment to going above and beyond to deliver an outstanding service to the pupils
- A willingness to be involved in the School's extra-curricular programme
- The capacity to inspire pupils of all abilities and enhance pupil learning, participation and performance
- Proven communication and interpersonal skills
- High level of literacy and attention to detail
- The ability to see the ‘big picture’
- Creativity and flair
- The ability to use initiative, to spot and solve problems
- Empathy for pupils, parents/guardians, staff and the community
- A genuine passion for languages and teaching, and the ability to use this effectively to drive the pupils and School forward
- Empathy for the Christian ethos of the school, and for the demands made on the school's Choristers
- A commitment to continual personal and professional development
- High-order administrative skills, including the ability to effectively manage commitments, communications and deadlines
- ICT competence and a willingness to learn about and use new technologies
- The ability to work collaboratively and supportively with colleagues within school and with colleagues in other organisations
- Respect for the different experiences, ideas and backgrounds which others can bring to work and to teams
- A generosity of spirit towards the demands of a busy prep school
- A can-do attitude, a sense of perspective, a degree of grit, and a sense of humour
It is intended that this post should allow for flexibility and opportunity for development and initiative by the post-holder. The following duties shall be deemed to be included in the professional duties which the post holder may be required to perform:

**Learning and Teaching**
Teaching to an exemplary standard throughout the school, ensuring that lessons are appropriately planned, resourced, paced, and delivered, and that objectives and outcomes are differentiated according to the needs of the individual pupils;
Maintaining appropriate order, discipline, energy and calm in class to ensure effective teaching and learning
Integrating ICT into teaching and learning and use an appropriate range of available resources;
Being aware of the specific needs of, and action required for, those pupils on the School's Learning Support Register;
Incorporating appropriate SMSC opportunities, and promoting British values, in lessons;
Producing wall displays which change regularly, and at least on a termly basis;
Collating, marking, recording and feeding back on pupils’ class work and prep, in line with School policy
Contributing to the School’s development in accordance with the School Development Plan through, for example, membership of an ECS Action Learning Community;

**Health & Safety**
Completing risk assessments as required
Preparing for and responding to inspections of health and safety, internal and external
Setting a good example in all matters of Health & Safety
Being vigilant for H&S issues and communicating them immediately with the relevant HoD and the Bursary

**Extra-curricular**
Contributing significantly to the extra-curricular life of the school;
Running at least one weekly lunch-time club and one weekly after-school club

**Pastoral**
Taking part in the pastoral life of the school, including perhaps as a form tutor and by contributing to the PSHE programme;
Setting and maintaining clear expectations of behaviour in all Languages classes and in cover lessons Following and supporting the School’s stated policies on rewards and sanctions, anti-bullying and child protection
Treating all pupils with equanimity
Reporting immediately all pastoral concerns to the Head of Section and all safeguarding concerns to the School’s DSL

**Personal conduct**
Welcoming prospective parents and visitors into lessons (with the Headmaster or a member of staff designated by him) at any reasonable time
Maintaining professional dress and appearance
Maintaining courteous and professional spoken and written relationships with all colleagues, parents and pupils
Being publicly supportive of the School’s aims, aspirations and values
Being a responsive and positive member of the Department and Common Room

**Other**
Carrying out staff duties according to the weekly rota;
Participating in lesson evaluation by peers, HoD and the SLT, following the set protocols
Attending INSET training and staff meetings as required
Undergoing any other training as reasonably required
Carrying out a Saturday or Sunday day duty in the Boarding House each term;
Covering staff duties/lessons as required
Supporting the pupils in their extra-curricular endeavours, for example by attending School concerts Following all School policies, protocols, procedures and regulations
Undertaking other responsibilities and duties as may be reasonably requested by the Headmaster;

Review:
The job specification will be reviewed as part of the appraisal/professional development cycle. Any changes can only be made by agreement with the Headmaster.

How to Apply

The deadline for applications is 12 noon on Monday 14th May 2018. Interviews for shortlisted candidates will most likely take place on Tuesday 22nd May. The School reserves the right to interview and appoint at any time.

Applications should include a letter (max 2 sides of A4) to the Headmaster outlining motivation and suitability for the post, a completed application form and details of three referees. Applications are welcome from NQTs and experienced practitioners.

Applications should be sent to:
Mrs Rosie Hankin, Bursar's Assistant
Exeter Cathedral School
The Chantry
Palace Gate
Exeter
Devon EX1 1HX

Or emailed to:
r.hankin@exetercs.org

Applicants without formal teaching qualifications or experience:
Applicants without formal teaching qualifications will be considered. For applicants without a teaching qualification we would be looking for: a demonstrably high level of linguistic skill and experience, enthusiasm, patience, an empathy with young people and the communication skills to work successfully with a number of different stake-holders including the pupils, teaching colleagues, and parents, both current and prospective.

Interview Process

Further information about the interview process will be sent to shortlisted candidates. If you are unlikely to be available for interview on the published date, please contact us as soon as possible; we may be able to interview some candidates earlier.

All shortlisted candidates will be required to present original copies of identification documents and qualification certificates at interview. Proof of ability to work in the United Kingdom will also be required at interview.

In addition to each candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviour;
• Attitudes to the use of authority and maintaining discipline.

Safeguarding and Safer Recruitment

ECS is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening appropriate to the post, including reference checks with current and previous employers, a declaration regarding Disqualification from Childcare and use of the Disclosure and Barring Service (DBS). If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster designate or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster designate or the Bursar for advice.

Equal Opportunities

Exeter Cathedral School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.