



ROEDEAN

HEAD OF FRENCH

Girls First: Empowered, Encouraged, Engaged

The Role

Reporting to the Faculty Lead, MFL, the Head of French will ensure the effective leadership of French curricular and co-curricular activities in the school and is responsible for leading the planning, teaching and delivery of French from Years 7-13.

The Faculty

Languages is a key faculty at Roedean with a healthy uptake at all levels. Standards of teaching and learning are very high in the department.

The Department is based in a suite of specialist classrooms and conversation rooms along the Languages Corridor. Colleagues each have a workstation in the MFL departmental office. The Spanish Language Assistant and French Graduate Assistant play an active part in conversation classes for Year 11, 12 and 13 students. The Department is well resourced with interactive whiteboards in all four of the Language classrooms and access to a range of resources that are constantly updated by all members of the Faculty.

In Years 7 to 9, students study both French and Spanish and all pupils must take at least one of three languages – French, Russian or Spanish – at GCSE. All three languages are offered at A Level and students may also enter for public examinations in their language of fluency .

The faculty subscribes to newspapers and magazines in the languages taught and explores the cultures and language of countries that share the languages we teach. Communication skills feature strongly, wider reading and oral work are actively encouraged and a thorough study of grammar is undertaken. A positive approach to all languages is promoted and celebrated, and many students undertake early entry in their mother tongues in Year 10.

Pupils are encouraged to attend recommended holiday courses in the relevant countries and annual foreign language reading competitions are offered and publicised. Sixth Formers regularly attend talks and conferences and visits are offered to exhibitions, the theatre and the cinema.

Head of Department Duties

- To lead and coordinate all aspects of French provision in the school, including: staffing allocation; planning and delivery of challenging and relevant schemes of work; examination entries, resits and enquiries upon results; budgeting and deployment of resources, in addition to maintaining an attractive and visually stimulating learning environment
- To ensure excellence in the teaching of French for all learners, working with the Deputy Head: Academic to embed whole school strategies within the French offer.
- To work closely with the Faculty to integrate French within the MFL curriculum and to ensure equitable coverage and quality of provision as per the other Languages being taught.
- To respond to concerns from parents or pupils in a timely and conscientious fashion
- To keep abreast of developments in language teaching methods, including digital learning and actively embed these within the department's own practice
- To attend the following meetings: MFL, Academic Committee and full staff meetings in addition to any working parties that may be required.
- To use the full range of data available to track and monitor students' learning and ensure that all are making good progress, keeping effective and consistent records of each cohort's progress and attainment.
- Implement effective intervention and support strategies in line with whole school policy to support any students at risk of underperformance.

- Work closely with the Head of Learning Support / EAL and the Head of Scholarship to ensure that all students learning French experience the appropriate levels of support and challenge to reach their fullest potential attainment in the subject.
- Lead and coordinate a varied and stimulating programme of enrichment and extension activities, including overseas trips, to ensure that girls' appreciation of the language is multi-dimensional and as authentic as possible.
- Coordinate and manage the work of any Language Assistants who are supporting the Department.
- Work closely with tutors, House staff, Heads of Year and other members of the Roedean team to ensure that all pupils' individual needs are met and respected.
- Participate in and contribute to the whole school Staff Development programme, including conducting appraisals and being appraised as appropriate.
- Contribute to the wider life of the school by tutoring a form, attending a range of school events and promoting the school through as many avenues as possible.
- Represent the French department on key school events such as Open Mornings, Parents' Consultations and Information Evenings.
- Be available for consultation with pupils on both A Level and GCSE Results Day.
- Support girls in the Sixth Form who are looking to continue with French in Higher Education. Coach and mentor University applicants, ensuring that they are fully prepared for interviews / their UCAS applications are pertinent to the course/ appropriate and effective in terms of the subject-led content.
- To reflect continuously upon the development of French provision at Roedean and seek to improve and refine our offer, ensuring that it is cutting edge, highly popular and has excellent levels of recruitment and retention into GSE and A Level.

Other Information

The Head of French is required to carry out the normal duties of a school teacher and undertake a significant contribution to school life as agreed with the Deputy Head, Academic.

Person Specification

- Specialist teacher of French with a good honours degree
- Ability to offer Spanish or another language.
- Use of technology both as a teaching and learning tool and for administrative tasks
- Much administrative work is computer based and a good level of ICT is necessary. All school reports and grades are written onto the School's Information Management System.
- An enthusiastic, committed and motivated contributor
- An individual who is able to work independently as well as in a supportive team
- Familiarity with various Examinations boards is an advantage
- Statutory ECT induction is provided

The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.

Package

Salary: An appropriate point on the Roedean Teaching Scale according to qualifications and experience. This position attracts an M2 Allowance (currently £5,251 per annum)

Other benefits include:

- **Pension** – Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40 % - pro rata for part time staff)
- **Dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Regular staff social events
- **‘Cycle to Work’ scheme**
- **Free parking on site**

Safeguarding

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School’s Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School’s Designated Safeguarding Lead or, if they are the School’s DSL, to the Head and relevant agencies.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), a Prohibition Order Check, a Prohibition from Management Check and a safeguarding interview.

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean. At Roedean School we are committed to building a diverse and inclusive workplace, so we encourage you to apply even if your past experience does not align perfectly with every qualification or experience in the information provided.

Appointment Details and How to Apply

Applications should be made via the My New Term Application Form. This can be found by clicking the ‘Apply Now’ button on our website (www.roedean.co.uk/Vacancies). Please note we do not accept CVs.

If you have any questions about the role, please contact Louisa Butler - vacancies@roedean.co.uk. Closing date for applications is 9am, 20 April 2026.

Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.