



**REED'S**  
S c h o o l

# Candidate Information

## Teacher of French

fixed term role

*Reed's School*

Sandy Lane | Cobham | Surrey | KT11 2ES

[www.reeds.surrey.sch.uk](http://www.reeds.surrey.sch.uk)

Registered Charity Number: 312008

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Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# An Introduction to Reed's School

Reed's School is a leading HMC independent day and boarding school, providing an education for around 850 pupils. Currently, we accept boys between the ages of 11 and 18 years, with girls joining in the Sixth Form. From September 2027 we will be moving to become fully co-educational by accepting girls into Year 7. Reed's is predominantly a day school with approximately 10% of pupils boarding, spread throughout the year groups.

Although primarily day, the School benefits from all the facilities of a boarding school which provide the welcoming community feel that embodies our ethos and character.

Reed's is well-known for its innovative approach to learning, outstanding Arts and Music provision, and national and world-class Sports teams.

Our staff are recognised for their inspirational and dynamic approach to learning. The vast majority of pupils attend their first-choice universities, with Russell Group universities being the most popular destinations. In the latest ISI Inspection (Jan 2025) Reed's were judged to have met all required standards and inspectors acknowledged a rare 'significant strength' for our use of feedback to raise academic standards.

Situated in over forty acres of countryside in Cobham, Surrey, Reed's benefits from excellent transport links by rail, road and air. The School is a ten-minute walk to Oxshott Station, with a forty-minute journey into Central London while the A3 is a four-minute drive away with excellent links to Gatwick and Heathrow airport and the M25.



# The History of Reed's School

Reed's School was established in 1813 by the prominent philanthropist and social reformer Reverend Dr Andrew Reed as a school for orphaned children. His belief that philanthropy and education have the power to transform the lives of children remains central to the ethos of Reed's.

Through our Foundation the School continues to offer bursaries to approximately 10% of the pupils who have lost the support of one or both parents, be in need of pastoral care and financial assistance.

Although much has changed since the School was founded, our values-driven approach to education has remained the same.

Through our core values of Integrity, Compassion, Curiosity, Resilience, Responsibility and Independence we are able to create a dynamic, exciting, and friendly environment where our pupils and staff thrive.

# Teaching Staff Benefits

Reed's School enjoys notable demand for places and is backed by strong financial planning that enables all departments to be very well resourced.

## REED'S SCHOOL SALARY-SCALE

- Reed's School operates its own generous salary scale which sits above the national scale. There is also the opportunity for additional responsibility allowances for roles such as leading one of our Sports, or Heading a Department or House.

## PROFESSIONAL DEVELOPMENT

- The School commits to a generous INSET budget every year and encourages all members of staff to subscribe to external CPD courses.
- In addition to this, the School offers INSET days delivering a range of further training from highly-practical First Aid qualifications to seminars on aspects of teaching and learning. High-quality training is provided throughout the year through twilight INSET from external trainers.
- The School offers comprehensive Professional Development. All teachers are supported fully in their professional development: those in the early stages of their careers are supported through PGCE and ECT qualifications; those with experience have the opportunity to develop their pedagogical and leadership skills through courses such as ISQAM (HMC), BSA, NPQML and NPQSL. The School also supports members of staff who wish to study for other qualifications such as Master's degrees and sports coaching qualifications.
- There is an annual cycle of appraisal as well as myriad opportunities to reflect on professional practice and development opportunities.
- The School offers excellent administrative support to teaching staff.

## PENSION SCHEME

- The School pays the employer's contribution to its selected Pension Scheme.

## PRIVATE HEALTH INSURANCE (OPT-IN)

- Teaching staff are eligible to sign up to the school's Private Health Insurance, provided by AXA PPP Healthcare.

## EMPLOYEE ASSISTANCE PROGRAMME

- Health Assured provides expert free and confidential support with personal and professional difficulties, 24/7.

## IT FACILITIES

- The School operates an iPad scheme; all teachers are provided with iPads to facilitate innovative use of technology.

## FEE REMISSION SCHEME

- Teaching staff are eligible for School Fee Remission in respect of their child(ren) attending Reed's School and at Ripley Court School for children under 11. This sum is proportionally reduced for part-time members of staff. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place will be made.

## ONSITE ACCOMMODATION

- All staff are welcome to apply for accommodation in line with the school's Onsite Accommodation Policy.

## MEALS & REFRESHMENTS

- Lunches and other refreshments are provided free of charge during the school day (breakfast and dinner available should staff work earlier or later than normal).

## PARKING

- Free, onsite parking is available for all staff.

## REED'S SCHOOL SPORTS CENTRE

- Free membership of the School's Sports Centre, with access to squash courts, gym, swimming pool and other sports facilities at agreed times.

## COMMON ROOM

- All members of staff belong to the Common Room. There are opportunities to participate in a number of Common Room activities such as social events, sports teams etc.

## CYCLE TO WORK SCHEME

- Employees can apply to the Cycle to Work Scheme, linked with Evans Cycles

## HOLIDAY CAMPS DISCOUNTS

- Discounts are available to all permanent staff on some holiday camps and activities hosted at Reed's School.

Reed's School is strongly committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We want our pupils to understand the importance of a diverse community by recruiting from the widest possible pool of talent, removing barriers that can prevent people from showing their full potential, and fostering a fully-inclusive environment.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

# The Modern Foreign Languages Department

The Modern Foreign Languages Department consists of eight teachers and seven Language assistants. There is a Head of Department for French and Spanish and an overall Head of Modern Foreign Languages.

French, German and Spanish are taught from Year 7. At iGCSE, most pupils study at least one Modern Foreign Language from French, German or Spanish and may opt to study a second language.

The department has seven dedicated classrooms and language assistant areas. All classrooms are fully IT equipped, and all staff and pupils are provided with iPads.

All members of the teaching staff are involved in the School's tutorial and pastoral systems and are expected to be involved in the Activities Curriculum provided to the pupils. In particular, the Modern Foreign Languages Department organises annual trips to France, Germany and Spain and the successful candidate would play an active part in the Department's extra-curricular programme, which offers additional modern languages, film clubs, discussion groups etc.





# Main Duties and Responsibilities

- Teach French up to A Level.
- Provide support and work cooperatively within the Modern Foreign Languages Department Team.
- Be familiar with the aims and objectives of the Modern Foreign Languages Department as outlined in the departmental handbook.
- Assist the Department with the development of schemes of work and assessment materials.
- Keep records of marks achieved in preps and tests by the pupils, according to school policy.
- Attend suitable INSET as required under the guidance of the Head of the Modern Foreign Languages.
- Participate in Modern Language Activities outside the classroom.
- Promote all languages as subjects.
- Undertake such other comparable duties as the Headmaster requires from time to time.
- Promote and safeguard the welfare of children and young persons.

# Person Specification

## QUALIFICATIONS

### Essential

- Educated to degree level in a relevant subject.

### Desirable

- Qualified Teaching Status (or equivalent)

## EXPERIENCE

### Essential

- Experience of working co-operatively as part of a team.

### Desirable

- Experience of teaching successfully at all levels and differing ability needs.
- Ability to demonstrate success across the ability range.
- Ability to demonstrate creative and innovative approaches to
- enthusing and challenging pupils

## SKILLS

### Essential

- Good planning and organising skills.

### Desirable

- Ability to use a range of ICT to gain participation and encourage learning

- Ability to set effective, realistic and challenging lesson objectives and appropriate homework
- Initiative to improve personal and departmental standards and results
- Experience of gathering, evaluating and using assessment data to inform learning

## KNOWLEDGE

### Essential

- Excellent subject knowledge and enthusiasm for the subject.

### Desirable

- Insight into student learning needs.

## PERSONAL COMPETENCIES AND QUALITIES

### Essential

- Motivation and enthusiasm to work with children and young people.
- Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Positive attitude to use of authority and maintaining discipline.
- Ability to maintain consistency and fairness.



# Application Process

If you would like to find out further information regarding the role, please contact the HR department by email at [hr@reeds.surrey.sch.uk](mailto:hr@reeds.surrey.sch.uk) or by telephone on 01932 869044.

Applicants should apply online via the link in the Vacancies page on our website: [www.reeds.surrey.sch.uk/4401/vacancies](http://www.reeds.surrey.sch.uk/4401/vacancies)

## Safeguarding & Child Protection

Reed's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions & cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

## ISI INSPECTION REPORT JANUARY 2025

*In our latest ISI Inspection (Jan 2025) Reed's were judged to have met all required standards. We were also delighted that the inspectors acknowledged a 'significant strength' (a rare plaudit reserved for an aspect of a school that is unique on a national basis) for our use of feedback to raise academic standards.*

*"Effective leadership ensures that the school provides a nurturing, inclusive environment where pupils thrive academically, socially and personally."*

*"Pupils are supported by a rich curriculum, dedicated pastoral care and extensive extra-curricular opportunities."*

*"Pupils are motivated learners who are eager to succeed"*

*"Pupils enjoy positive relationships with their teachers and articulate thoughtfully their opinions and views."*

*"Teachers plan challenging and meaningful lessons which engage pupils and spark their curiosity."*