



Thomas's
COLLEGE

Head of French and Spanish

Closing date: 14 June 2026







Welcome to Thomas's College

Thomas's College is a brand-new selective co-educational day and weekly boarding school for students from 11 to 18. Our school sits in a beautiful five-acre campus at the top of Richmond Hill, 15 minutes' walk from Richmond Station, with magnificent buildings surrounding a central garden. We have outstanding sports facilities a short drive away, with Richmond Park on our doorstep. The whole site is full of space and greenery.

We seek to offer a new approach to London independent education, built around the choices and interests of each individual, that combines the best of traditional excellence with radical innovation. We teach psychology to all students, we offer alternative qualifications alongside GCSE and A Level, we've changed the student journey to include a three-year Sixth Form - we're at the leading edge of educational reform.

Above all we offer a family atmosphere, full of heart, along with the passion and drive of an entrepreneurial start-up environment. It is a combination that we believe will bring our students benefits, in terms of their success, happiness and values, that will last lifelong. For staff, we hope that working at the College will be an experience they treasure throughout the course of their careers.



Vision and Aims

PART OF THOMAS'S LONDON DAY SCHOOLS

We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen. Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.



OUR VISION

Our vision is that every pupil at Thomas's develops core values and a strong sense of social responsibility; inner strength, outward assurance and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning.

The overall goal of a Thomas's education is to equip all of our pupils with optimism and readiness for the future, to become net contributors to society, and to flourish as successful, conscientious and caring citizens of the world.



OUR AIMS

To achieve this vision, our aims at Thomas's College are:

- To provide an exceptional and innovative education to young people aged 2 to 18, founded on **breadth of experience and opportunity**
- To enable pupils to achieve **academic excellence** through a holistic approach that develops knowledge, skills, character and self-understanding
- To ensure that every member of our school communities learns and lives by a strong set of values, with **kindness at the heart**
- To support pupils to make meaningful choices about their future, fostering a sense of **purpose and personal ownership**
- To promote a **diversity of excellence** that encourages different types of intelligence, problem-solving and the ability to make connections

The Heads and Principals
Thomas's London Day Schools



The Role

OVERVIEW

The Head of French and Spanish is a key part of the departmental leadership team: some of the most important roles in the school. It is vital that students are receiving the very best in passionate and inspired pedagogy, and departmental leaders play a central role in ensuring this is the case: from curriculum overview and design to teaching and learning within their subject area.

Heads of Department are exemplary teachers who hold responsibility for all aspects of the delivery of their subject across the curriculum and co-curriculum. This includes subject-specific clubs and trips, core curriculum content and extension beyond the confines of the syllabus. They are champions for their teaching teams and they also play a key role in accountability, ensuring consistent excellence for learners at all stages of the College.

French and Spanish are two of the most popular options within our Modern Foreign Language offering, which also includes German and Mandarin. All students choose two of the four languages when starting in Year 7, and are encouraged to continue with language study via a faculty system through to GCSE or our own Thomas's Qualifications. Many go on to continue their study in Years 12 and 13.

KEY RESPONSIBILITIES

Personal responsibility for:

- Lead, shape and implement a clear strategy and direction for the development and growth of French and Spanish
- Teach French and Spanish as stipulated, ensuring the highest standards as well as an enquiry mindset approach to teaching and learning
- Collaborate with other departments within the Language and Culture faculty and more widely in creating ambitious cross-curricular opportunities for students, through overarching curriculum projects, use of technology, assemblies, events and more, which will take place both at school and further afield, nationally and internationally, all with a sense of pride, joy and exhilaration and all to the highest possible standard
- Advise the leadership team on all matters connected with the delivery of French and Spanish and liaise on resourcing, curriculum issues, exhibitions, projects and extra-curricular provision, including for students who are native speakers of French and Spanish
- Keep up to date with curriculum developments as well as departmental planning, ensuring assessment, tracking and reports are completed to a high standard and on time
- To be aware of and lead in new developments and advances in the teaching and direction of French and Spanish
- Any other reasonable duties requested by the Master or Senior Leadership Team

Shared responsibility for:

- Playing a key role between leadership and wider staff: taking collegiate responsibility for decisions and ensuring enthusiastic participation in strategic plans, but also honestly and fairly feeding back the views of colleagues to leadership
- The ethos and culture of the school
- Creating and sustaining a warm, open and transparent approach to management and leadership
- Enjoying the challenge of high standards and the satisfaction of leading the most effective teams possible

Person Specification

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Evidence of subject expertise via degree or equivalent
- Significant teaching experience in area of specialism
- Evidence of track record or potential as an excellent and innovative leader capable of leading teams with integrity and enthusiasm
- Evidence of line management ability, with a blend of warm support and clear expectations
- Evidence of interest in personal development, latest thinking in area of specialism, and training and CPD for colleagues
- Excellent verbal and written skills, with a high level of IT competence
- Excellent interpersonal and communication skills
- Ability to manage deadlines and projects with solid organisation
- Ability to work collaboratively in teams and lead projects as required
- Ability to plan effectively and readiness to improvise where plans need to change

PERSONAL ATTRIBUTES

- An inspiring leader for students and staff, leading by example to set the tone of teaching and learning
- Clarity of purpose and ability to see and work towards the best
- Putting human relationships first while also ensuring that the team is effective, cohesive and working to the highest standards
- Readiness to support, guide and lead the process of finding solutions
- Readiness to work collaboratively with colleagues across the College
- Genuine interest in the wellbeing and development of staff and students
- Warmth, enthusiasm and authenticity as a manager and leader



ADDITIONAL PERSONAL ATTRIBUTES AND VALUES

Personal Qualities

- High levels of initiative and energy and readiness to work hard
- Ability to manage and thrive on intensity and tolerate and overcome frustrations
- Ability to exercise self-care and prioritise wellbeing
- Enthusiasm, positivity, a readiness to believe in and work towards the best
- Supportive, generous and sympathetic attitude
- Constructive and imaginative approach to problems
- Readiness to learn, share ideas and listen
- Willingness to adapt and change and demonstrate the growth mindset we encourage in students
- Motivated by high standards: taking satisfaction in doing things really well
- A sense of school spirit and recognition that positive and cheerful capability in the face of challenge is at the heart of strong communities
- Recognising the importance of work as a source of meaningful satisfaction and fun

Safeguarding and Young People's Interests

- A commitment to the highest standards of safeguarding in all aspects of practice
- Genuine interest in children and young people
- Genuine interest in pastoral issues and wellbeing
- Commitment to responding to and supporting each student as an individual

Teaching Attributes

- Genuine love and passion for the area of subject expertise and interest in wider teaching such as PSHE and independent projects
- Genuine enjoyment in sharing knowledge with enthusiasm and consideration.
- Ability to treat each learner as an individual and find ways to support and challenge them
- Ability to build relationships with all students and readiness to listen and offer support and encouragement
- Ability to support, energise and inspire students across the age range of the College



COURTESY



HONESTY



RESPECT



PERSEVERANCE



INDEPENDENCE



CONFIDENCE



LEADERSHIP



HUMILITY



GIVERS,

Terms and Benefits

- **Competitive Salary & Benefits Package**
- **Contract:** Permanent, Full Time
- **Location:** Thomas's College, Richmond

The role will be subject to the successful completion of the required employment checks, including an enhanced DBS and reference. Full details of all checks that will be carried out are detailed in our recruitment policy.



Key Dates

Applications are invited from experienced, dynamic and enthusiastic candidates excited by the scope of this opportunity. For further details visit the Thomas's London Day Schools website: thomas-s.co.uk/join-our-team or email hrcollege@thomas-s.co.uk

To apply for this post please go to thomas-s.co.uk/join-our-team and click apply by midnight, 14th June 2026. Applications will be considered upon receipt so early application is encouraged. We reserve the right to close the vacancy early if we receive a high volume of suitable applications. Should you wish to send a covering letter or supporting statement following your application, please forward it to hrcollege@thomas-s.co.uk

The first round of interviews will take place over the weeks commencing 22nd June 2026. Please note that referees will be contacted prior to the interview.

SAFEGUARDING

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures.

All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.





Be Kind
Be Thomas's