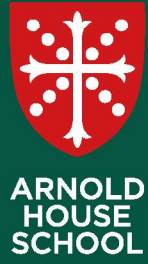


Head of Modern Foreign Languages



APPLICATION PACK

THE ROLE	Head of Modern Foreign Languages
START DATE	September 2025
REPORTING TO	Headmaster
PACKAGE	Competitive salary and pension



WELCOME TO ARNOLD HOUSE

Dear Applicant

Thank you for your interest in the role of Head of Modern Foreign Languages at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools). In 2021 we opened a Pre-Prep department a short walk away at Marlborough Place. We have 370 boys on roll across 10 year groups. Each year group is split into two forms.

A thriving school, Arnold House aims to provide an education of breadth and

excellence and to serve the boys' best interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry. The cultural identity of the school is diverse and enriched with an array of backgrounds being represented throughout.

The School values a supportive family ethos and operates in a relaxed, though

structured manner, ensuring that all boys are cherished and achievements recognised and rewarded. Academically, sights are set high with the object being for each boy to develop his talents.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body.

Arnold House underwent an Educational Quality Inspection in November 2022, in which it was reported that both the quality of pupils' academic and other achievements and the quality of pupils' personal development is excellent.

Reports can be downloaded from: www.arnoldhouse.co.uk/isi-inspection-reports

THE MFL DEPARTMENT AND THE ROLE

The Departments

The MFL Department at Arnold House consists of a team of two, with both teachers currently focusing on French. Boys have the opportunity to learn a variety of foreign languages in the Pre-Prep on a carousel basis, with formal French lessons beginning in Year 1. The aims are to foster an enjoyment in learning a foreign language and for boys to see the relevance of this in the world today. We focus on teaching good language learning skills and allowing boys to see that key concepts are transferable to other languages. We ensure that the language is learnt through a wide variety of media and incorporating the most up to date authentic cultural resources wherever it is appropriate and easily accessible. At the start of Year 8 boys go on an immersive trip to Burgundy for a week, where they speak French and are introduced to French culture.

We are currently undergoing a review of the curriculum and although French will remain the backbone of MFL teaching, we wish to expand the range of languages we offer, perhaps as clubs or on a carousel basis. Boys experience taster sessions of other languages in the lower part of the school, which thus far have included Greek and Mandarin.

Class sizes are small, with no more than 20 boys in each, and they are highly motivated and enthusiastic.

Summary of the Role

As Head of MFL, you will be responsible

for the leadership and management of the MFL department, ensuring the delivery of high standards of teaching and learning that will inspire a love of languages in the boys.

Your work will shape and develop our exciting MFL provision.

We are looking for an enthusiastic and inspiring teacher to lead the Modern Foreign Languages Department across the school, from Pre-Reception to Year 8 and to teach French to boys from Year 1 to 8, up to scholarship level.

Arnold House offers excellent benefits including a competitive salary, access to our contributory pension scheme, free lunches during term time, access to the cycle to work scheme and a good proportion of non-contact time.

Generous benefits reflect the fact that teachers 'go the extra mile' in a school such as ours by contributing to sports,



drama productions, trips, clubs and other activities. All teachers take a share in supervisory duties and enjoy the benefit of a number of non-contact periods each week which they can use for lesson preparation, marking etc.

Staff are appraised regularly and are encouraged to reflect on and develop their practice.

Arnold House is committed to promoting and protecting the mental and physical wellbeing of all our staff.

JOB DESCRIPTION

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Head of Modern Foreign Languages is responsible for the following:

Teaching

- Planning and preparing courses and lessons;
- Teaching according to the educational needs of the pupils; setting and marking work to be carried out by the pupils in School or elsewhere;
- Assessing, recording and reporting on development, progress and attainment of pupils.

Other Activities

- Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils;
- Providing guidance and advice to pupils on educational and social matters;
- Making records and reports on the personal and social needs of pupils;
- Communicating and consulting with the parents of pupils;
- Communicating and cooperating with people or organisations outside School;
- Participating in meetings arranged for any of the purposes described above;
- Accompanying pupils on trips away from the School.

Assessment and Reports

- Providing or contributing oral and written assessments, reports and references relating to individuals and groups of pupils.

Appraisal

- Participating in arrangements for teacher appraisal.

Training and Development

- Reviewing regularly your methods of teaching and programme of work;
- Participating in

arrangements for your professional development.

Educational Methods

- Advising and cooperating with members of the leadership and management team and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and pastoral care arrangements.

Behaviour, Health and Safety

- Maintaining good order and behaviour among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Safeguarding

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Staff Meetings

- Participating in meetings.

Administration

- Providing administrative and organisational tasks related to such duties as are described above;
- Attending assemblies, registering the attendance of pupils and supervising pupils.

Management

- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers.
- Co-ordinating or managing the work of other teachers.
- Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

Flexibility

- You may be occasionally required to undertake other reasonable duties.



PERSON SPECIFICATION

QUALIFICATIONS & EXPERIENCE	ESSENTIAL	DESIRABLE
Good degree in a relevant subject	✓	
Qualified Teacher Status		✓
At least one year's experience of teaching French to KS2 or KS3	✓	
Ability to offer a second modern foreign language		✓
Experience of teaching in a prep school to Common Entrance and Scholarship level		✓
Experience of leading a department		✓
TEACHING AND LEARNING, INCLUDING IT SKILLS	ESSENTIAL	DESIRABLE
Evidence of understanding how children learn most effectively	✓	
Confidence in integrating the use of IT into the curriculum	✓	
Evidence of being a reflective practitioner and a desire to keep developing the learning experience of the pupils	✓	
Ability to plan and teach lessons which appeal to the full range of ability levels	✓	
Evidence of excellent marking and feedback to pupils	✓	
Demonstrates a love of teaching	✓	
Excellent attention to detail and pride in the standard of the grounds	✓	

HOW TO APPLY

DEADLINE FOR APPLICATIONS: 9am Wednesday 23rd April 2025, although we will consider applications as they arrive and may appoint before the deadline.

START DATE: September 2025

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to recruitment@arnoldhouse.co.uk explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 7266 6998.

Arnold House School 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). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help us to ensure safe and robust checks on the suitability of individuals to work within our School.

