



CITY OF LONDON
FREEMEN'S SCHOOL

ASHTEAD, SURREY

Subject Lead for French - Full Time

(with the ability to teach either some German, Mandarin or Spanish)

Information for prospective staff

Department Information

The Languages Department is at an exciting time in its development. Some of the recently introduced changes have been the return of exchanges and residential trips, the addition of Mandarin as a curriculum subject, and the introduction of a new languages provision in the Junior School, consisting of a carousel of three languages per year, including WoLLOW (World of Languages, Languages of the World). The WoLLOW programme, which is second to none, will set students apart and help to shape them into well-rounded global citizens.

Our Senior School curriculum provides an individualised pathway for each student, who will choose to study at three languages in Years 7 from Spanish, French, German, Latin and Mandarin, and will carry on with two in Year 8 and at least one MFL through until the end of GCSEs, with some studying two. The department has a proven record of excellent exam results, and some of our students go to Oxford or Cambridge to read languages. The department delivers lessons through a hybrid Conti approach and the use of sentence builders.

We offer more than 20 extra-curricular clubs, some of which are led by our language leaders. We have a quarterly Languages Magazine and often take part in different competitions, such as the UK Linguistics Olympiad, debating, the Spender Trust Competition, and we run our very own Conjugation Cup competitions in French, Spanish and German. However, the pride and joy of the department is our very well-known and very well regarded Love Languages Competition, which has been running for 14 years and where we welcome 15 other schools onto our grounds for a Drama and Arts competition.

The new KS2 languages programme (A Passport to the World) has been implemented in order to move the focus away, in these early years, from progression in one language in favour of providing a diverse languages experience that allows our pupils to learn a broad range of languages or language-based subjects, enabling them to explore, take risks, have fun and develop a love for language learning that will lead them to find their own passions, as well as developing global perspectives and an open-mindedness to the world. This provision will enable our students to make informed language choices for U3 (Year 7), and subsequently for L5 (Year 10) and L6 (Year 12), and will forge a bespoke path that plays to their individual strengths and passions, allowing for a more personalised languages curriculum.

This new KS2 curriculum is being delivered through exposure to different types of languages (Roman, character-based, tonal, classical, modern, indigenous) and to the WoLLOW curriculum (a linguistics-based subject), which will give pupils the opportunity to consider how different languages work, enabling them to make links between these different languages and their own. The goal is to enable their home languages to take a more centre stage, analysing their common traits and differences with their taught languages. Through short language tasters, students will experience a variety of different types of languages and will be taken out of their comfort zone. WoLLOW will help to set the foundations for language learning and linguistics, so will also be of value to EAL students, as well as to students who speak different home languages, and to the study of languages at school. Students will be more open to the wider world and other cultures. This curriculum will seek opportunities to make real links between culture and languages, such as by writing to a school in Japan, celebrating Lunar New Year and attempting Russian dancing.

The Languages Department is located in the Senior School building and has a suite of language rooms equipped with interactive Smartboards. We subscribe to numerous language websites such as Language Gym and

Languagenut, which pupils are encouraged to access both in school and from home. All pupils in U3 and above are given a school iPad, and their use is fully integrated into MFL lessons. Whilst we are based in the Senior School, staff teach the full range of Freeman's pupils, including KS2, and all are expected to teach throughout the full age range. We employ language assistants in many languages who support classes and individuals across the school and also run some lunchtime and after-school language clubs. From last year, we have gone back to running exchanges in Spanish, French and German to enable students to experience real communicative situations. We also run a residential trip for U3 and L4 to Paris, Granada and Cologne, taking over 170 pupils altogether.

Information about the role

Purpose of post

The Head of French is accountable to the Head of Languages, in addition to promoting the School's mission statement, aims and policies - has responsibility for the following:

Main Duties and Responsibilities

- Model excellent practice in line with the Expectations of Staff at Freeman's;
- Ensure the subject identifies and meets the different needs of its pupils, enabling every student to give the best account of themselves whilst studying the subject;
- Support the Head of Languages' development plan and the overarching Languages department aims and vision;
- Lead and manage subject staff in line with School policies including: administration, recruitment, induction, new staff training, responsibilities, timetabling, accreditations, development, training and appraisal; ensure that staff meet the Expectations of Staff at Freeman's;
- Deliver an appropriate programme of co-curricular opportunities (including supporting exchanges and leading trips), speakers and clubs which go beyond the curriculum, inspire a love for the subject and celebrate those students who contribute;
- Ensure effective communication within the subject and across the Languages Department and the school; hold meetings with agenda, share minutes with Head of Languages and SLT; attend meetings on behalf of the Department;
- Attend Results Day and the day before; analyse results which will be used by the Head of Languages to write an annual Governors report;
- Ensure accurate knowledge and delivery of exam board requirements,
- Maintain up to date schemes of work which weave subject content and skills with the development of student Characteristics via Opportunities.
- Develop resources and assessments and ensure students have excellent access to high quality, relevant materials;
- Ensure subject teachers are using assessment data for learning effectively and are using feedback for maximum effect;
- Liaise with parents on subject matters, both verbally and in written reports;
- Manage non-examined assessments, internal and external exam preparation as appropriate;
- Manage the subject's budget, resources, displays and classrooms effectively, in line with H&S guidelines;
- You may also be required to undertake such comparable duties as the School requires from time to time.

Teaching, Learning and Assessment

- Awareness of and compliance with all aspects of the School's safeguarding policy. Staff will undergo initial and ongoing training and be responsible for promoting and safeguarding the welfare of the students for whom they are responsible.
- Preparation and planning of lessons in accordance departmental schemes of work such that students in your lesson develop the Freeman's Characteristics through your provision of Opportunities and the subject's content and skills.
- Demonstrating a range of teaching methods and keeping abreast of developments in the Languages subject area at KS3, GCSE and A level; employing a range of teaching resources including the display of pupils' work.
- Carrying out assessment according to Department and School policies. Recording assessment (grades/reports etc.) within deadlines set and keeping clear records.
- Setting and marking of classwork and homework according to relevant School and Department policies.
- Reporting to, and updating, parents on progress at parents' evenings or on reasonable request from parents.
- Participate in the setting and marking/moderating of examination coursework where appropriate.
- Fully supporting and at times leading on, the co-curricular life of the department through clubs and trips and, where relevant, exchanges and residential visits.
- Providing pupils with appropriate challenges and setting an appropriate pace for lessons.
- Adapting teaching methods considering the specific needs of each pupil and of classes as a whole.
- Establishing a structured and purposeful classroom environment that is conducive to learning and where pupils know that high standards are always required.
- Managing the classroom effectively with appropriate use of rewards and sanctions, in accordance with Department and School policies.
- Motivating pupils to learn and establishing a rapport with pupils conducive to learning.
- Attending Department meetings every week and contributing to the operation of the Department; attending staff meetings and School INSET days; seeking opportunities for professional development; participation in the School's Professional Review (appraisal) scheme; participation in induction arrangements.

Other

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the Chief Operating Officer via the School's Accident Report Form procedure. Report forms are held in the Medical Centre.
- Informing the Chief Operating Officer of any concerns regarding Health & Safety and safe working practices.
- Teaching staff will read and act upon, or in accordance with, all the relevant school and departmental policies.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Carrying out the normal supervision duties as laid down in School policies
- Staff will uphold public trust in the profession and the reputation of the school by maintaining the highest standards of ethics and behaviour, within and outside school. They will show tolerance of and respect for the rights of others and not undermine Fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. They will ensure that their personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Revision of Job Description

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Candidates should:

- Demonstrate a passion for, and have expertise in, their subject and be able to inspire the students they teach (A,I,T)
- Hold a good honours degree in a relevant subject (A)
- Hold either QTS and demonstrate a track record of success or possess the willingness and ability to become a qualified teacher (A,I)
- Be willing and able to contribute to all parts of school life (A,I)
- Have awareness of, and a commitment to, the needs of young people in a school setting; be someone who shares the School's commitment to promoting the welfare and safeguarding of children (A,I)
- Be an enthusiastic and dynamic teacher, able to motivate and inspire pupils and staff to achieve the highest standards (A,I,T)
- Be able to build and maintain professional relationships, striking the right balance between formal and informal channels (A,I)
- Possess good time management skills, and be able to cope with the demands and life of a busy leading independent school (A,I)
- Be an effective communicator (A,I)
- Have good ICT skills and the ability to deal with the administrative routines (A,I)

Note to Applicants:

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

How to Apply

Applicants should send a completed application form and covering letter addressed to the Headmaster, to **CLFS- Recruitment@cityoflondon.gov.uk**, by **Monday 11th May 2026**.

Interviews will take place at the school on Wednesday 20th and Thursday 21st May 2026. Candidates are asked to note that Freeman's retains the right to interview and appoint at any time during the application process.

Freeman's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS- Recruitment@cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).