

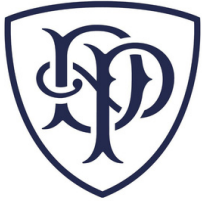


**DULWICH PREP LONDON**  
Values & Academic Excellence since 1885



**MODERN FOREIGN LANGUAGES TEACHER**

**CANDIDATE INFORMATION**



# HEAD MASTER'S WELCOME

Dear Candidate

I am honoured to be Head Master of Dulwich Prep London and introduce you to this incredible school. For more than 135 years, the school has inspired generations of boys aged 3 to 13 (and Nursery aged girls) to fulfil their dreams and aspirations.



We are privileged to have developed a specific pedagogy that enables critical thinking, encourages exploration, and facilitates engaging communication skills while recognising that each child is on their journey of discovery.

We passionately believe in the whole child. Therefore, the broad and enriched education that we provide will enable our pupils to go beyond the expected and toward the exceptional.

We seek to work in partnership with parents and carers to embed the Dulwich Prep London Values, first and foremost, as this underpins the character skills required in our fast-paced modern world.

This expectation enables each child to put empathy and compassion at the forefront of their decision making. It is the catalyst for each child to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond.

We look forward to receiving your application.

A handwritten signature in black ink that reads 'Louise Davidson'.

Louise Davidson  
Head Master





## OUR ETHOS AND AIMS

Our school's priority is the wellbeing and happiness of our pupils. Each child's sense of belonging is paramount to their success and the school's continuing success.

Our pupils are challenged in their pursuit of excellence, and we support each child to find what they are good at. Each child's sense of belonging is integral to their continued success in our school and future success in life.

We want our pupils to leave us having experienced the very best in pastoral care, teaching and learning, having enjoyed the most dynamic and demanding academic and co-curricular programmes, and having made friends for life.

In preparing our pupils for today and the future, we want to instil a sense of environmental awareness and empower each child to become a responsible world citizen.

These are the key building blocks for the school, but our Values act as the cement that bonds everyone and everything together.

Our Values create Dulwich Prep London's special atmosphere.



LOVE



COURAGE



GRATITUDE



HUMILITY

## OUR VALUES

Dulwich Prep London inspires excellence, and our pupils' character measures our greatest success.

Our Values sow the seeds of possibility in each child's mind, heart, and spirit and create the right culture and conditions to allow these possibilities to flourish and become real.

Everything we do sits upon our Values system. The eight recognised and explicitly taught Values weave across every year and deliver a deepened sense of empathy and the drive to be change-makers.

These values teach our pupils how to be kind and offer help where it is needed; to play fair and tell the truth no matter who is listening; to join in and play their part whilst letting others be heard; to appreciate the world around them and how valuable their contribution is and to always have a go.

Our expectations are high: those attending Dulwich Prep London go on to be citizens of the world, have a strong moral compass, and adapt to the rapidly changing environment of modern society.

Our children thrive, and we ensure that every opportunity is created for them to do so. Yet, no day is taken for granted.



JUSTICE



SERVICE



SELF-DISCIPLINE



HONESTY



# ABOUT US

Since 1885 Dulwich Prep London has been at the forefront of preparatory schooling in England. Generations of boys and Nursery-aged girls have benefited from a school with a rich history, is forward-thinking, has embraced change, kept pace with pedagogy and technology, and is, above all, passionate about the individual learning journey of every one of our pupils and staff members.

We are the largest boys' independent preparatory school in the UK with an enrolment of 840 pupils between the ages of 3 and 13. We are a selective school in two important ways. Firstly, our pupils generally sit in the top 10% nationally based on their scores on standardised tests. Secondly, and arguably, more importantly, we look for children who will thrive at the Prep and make the best of everything we offer.



50+  
Senior School  
Destinations



200+  
Scholarships  
Awarded  
2020-2022

150+  
Co-curricular  
Clubs, Activities  
and Trips



20+  
Musical Ensembles  
15+  
Stage Productions



25+  
Acres of Open  
Space and a  
Swimming Pool



10+  
Sports  
Played at Every  
Level

7.00am-7.30pm  
Wrap Around  
Care



12+  
School  
Community  
Events







We are situated in Dulwich, a leafy village and area known for its exceptional schools, a plethora of open spaces and thriving, diverse local culture. It is within easy striking distance of the bright lights of one of the most cosmopolitan cities in the world. Everyone at Dulwich Prep London takes pride in inspiring excellence. Our school Values underpin the rich diversity of curricular and co-curricular opportunities available to our pupils.

Our Governors strive to maintain Dulwich Prep London's position in a competitive market by sharing their broad range of expertise to provide the highest quality education for our pupils. Through this investment, we can attract excellent staff, provide up-to-date technology, and continue to create modern facilities within our stunning South London home.

At Dulwich Prep London, we aim to cultivate a sense of social and moral responsibility within each child. We want each child to leave our school with maturity, the strength of character and empathy fostered within them throughout their Dulwich Prep Journey. We have strong links to our community, alumni and local schools, modelling our values in everything we do. We nurture independent thinkers with a sense of justice who go on to be thoughtful citizens of the world, equipped with a strong moral compass and the ability to adapt to our rapidly changing environment.

# JOB DESCRIPTION

The Modern Foreign Languages Teacher is responsible for carrying out the functions of a teacher at Dulwich Prep London in accordance with the aims and objectives of the school and the departments in which they are teaching. This role reports to the Head of Modern Foreign Languages.

## DUTIES AND RESPONSIBILITIES

### Subject Teacher

- Stay up to date with training to ensure you are informed of changes in subject content, pedagogy, methodology.
- Demonstrate a knowledge of delivering the ISEB syllabus and external examinations up to scholarship level where possible or demonstrate a confidence and willingness to undertake training in both.
- Assess, record and report on the progress, development and attainment of students and to keep such records as required.
- Use teaching strategies which will engage and challenge students and are appropriate to their needs and the demands of the curriculum.
- Prepare and teach lessons, set and mark assignments (e.g. class work, preps, assessments, projects, etc.) and to record results as required; all in a reasonable timeframe.
- Mark, grade and give written, verbal and diagnostic feedback to pupils on individual work and group work they have undertaken.
- Use summative and formative assessments to guide teaching.
- Report accurately (both in writing and verbally) to parents, colleagues and senior staff on the progress and problems encountered by individual pupils and to explain strategies adopted to maximise progress in the subject.
- Share a strong knowledge of your subject to enhance the curriculum.
- Prepare and update subject materials.
- Be comfortable using online learning platforms
- Aim to inspire a love of languages across the wider school and build department presence.

## Teaching & Learning

- Create and manage a caring, encouraging, purposeful and stimulating environment which is conducive to children's learning.
- Plan, prepare and deliver high quality, differentiated lessons across the curriculum in line with the school's schemes of work.
- Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- Organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting their abilities.
- Plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- Enable pupils to develop positive attitudes to learning.
- Contribute to the development and coordination of a particular area of the curriculum.
- Be part of a whole school team, actively involved in decision-making on the preparation and development of policies and schemes of work, teaching materials, resources, methods of teaching and pastoral arrangements

- Participate actively in staff meetings, INSET days and to share in supervisory duties.
- Promote learning and celebrate achievement through bright and varied displays.
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- Promote learning and celebrate achievement through bright and varied displays.

## Form Teacher

- Care for the form, prepare pastoral reports and profiles as required.
- Be accountable for the general order of the form and its day to day administration.
- Attend parents' evenings and interviews as appropriate.
- Report to parents, colleagues and senior staff on the progress and problems encountered by individual pupils in relation to their general development and behaviour.
- Be a pivotal person for each pupil, building trusting relationships which will thereby ensure the continuity of well-being for pupils, and continuity of communication between them, their parents, and the whole school.



## Training & Development

- Regularly review your own practice and in partnership with your Head of Department, to set personal targets and take responsibility for own continuous professional development.
- Participate in the annual performance review process.

## General Requirements

- Promoting and safeguarding the welfare of pupils for who you are responsible and with whom you come into contact with.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with students, parents and colleagues.
- Regularly contribute to the school's programme of extra-curricular activities, including afterschool clubs, residential trips and evening / weekend events.
- Share regular supervisory duties as required.
- Maintain good order and discipline among pupils and to support and contribute to the School's responsibility for safeguarding their students.

- Promote the good name and reputation of the school.
- Adhere to school policies and procedures.

## Key Skills & Knowledge

### Essential

- Degree in an appropriate discipline.
- Experience of teaching both French and Spanish.
- Qualified teacher who holds a PGCE or QTS qualification
- Ability to teach from up to GCSE.
- Strong academic and intellectual credentials.
- Outstanding practitioner with strong knowledge of child development.
- Knowledge of current educational thinking, initiatives and issues.
- Knowledge and understanding of safeguarding procedures.
- IT literate and comprehension of the role of ICT across the curriculum.
- Experience of teaching MFL from Common Entrance to GCSE would be advantageous.
- Knowledge of Latin would be advantageous.

## Personal Competencies & Qualities

- Passionate individual possessing drive, energy and commitment, with a presence which engenders confidence and respect from pupils, colleagues and parents.
- Belief in teacher efficacy; in the difference excellent teaching can make to pupil progress and attainment.
- Capacity to inspire, with a positive, proactive 'can do' outlook.
- Ability to plan, prioritise and manage a varied workload and changing priorities.
- Team-focused: imparts knowledge and information with other members of staff to promote good practice.
- Focuses on what needs to be delivered: understands what is needed and responds promptly.
- Exude a generosity of spirit towards the demands of a vibrant, energised and ambitious school setting.
- Commitment to the highest standards of educational and pastoral care for all pupils.

## Terms & Conditions

- Core school hours, when all full-time teaching staff are expected to be in work, are currently 8am to 4.30pm each day, plus a proportional share of pastoral and organisational duties.
- All INSET days, Open Mornings, Celebration Day, Parents' Evenings and other relevant events listed in the school calendar.
- Depending on the school's requirements at any time, these hours are subject to the terms and conditions of a Contract of Employment and to amendment by the Head Master from time to time.
- Staff may be called to perform other duties that the Head Master considers reasonable and commensurate with the post's grading and designation.



# WORKING WITH US

Dulwich Prep London is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together we create a supportive environment that is committed to achieving excellence.

Working at Dulwich Prep means being part of a team that cares about your continued professional development and journey as a teacher. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step of the way to achieving your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, taking part in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions, there's always something going on at the Prep where hidden talents are celebrated.

## Remuneration

- Competitive salary £34,140 to £52,155
- Generous defined contribution pension scheme.
- Life assurance.
- Free school lunches.
- Enhanced sickness, maternity, paternity and adoption pay entitlements.
- Free access to our School Counsellor.
- Cycle to work scheme.
- Wide range of professional development opportunities.
- School fee remission.
- Easter and Summer holiday camp discounts.
- Healthcare Cash Plan scheme.
- Employee assistance programme.

## Application and Interview Process

A completed Application Form and a cover letter explaining your suitability for this role should be emailed to [Tamsin Hutson, HR Manager](#). Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- Closing Date: Friday 7 June 2024, 9.00am.
- Interview Date: Week Commencing 10 June 2024
- Start Date: Autumn Term 2024

## Appointment

Any offer to a successful candidate will be conditional upon the following:

- Receipt of at least two references that are satisfactory to the school. and verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS), clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- A check that confirms that you are not the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency that renders you unable or unsuitable to work at the School.
- Verification of your medical fitness for the role and satisfactory completion of the probationary period.
- A check which confirms that you are not banned by the regulating authority of the teaching profession in each country in which you have worked as a teacher, which confirms that you are not subject to any sanctions or restrictions and that there are no concerns over your suitability to work as a teacher.
- Evidence from the professional regulating authority of the teaching profession in each country in which you have worked as a teacher which confirms that you are not subject to any sanctions or restrictions and that there are no concerns over your suitability to work as a teacher
- Any further checks that the School deems necessary if you have lived or worked outside of the UK, which will include an overseas criminal records check or certificate of good conduct and may include professional references.



## EQUAL OPPORTUNITIES

Dulwich Prep London is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep London seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

## SAFEGUARDING

Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



**Schools'  
Inclusion  
Alliance**



We aspire to have a diverse and inclusive workplace.

We strongly encourage all suitably qualified applicants regardless of background to apply and join us at Dulwich Prep London.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.