



## **Tutor of French A**

<b>Location:</b>	St Andrews, Scotland
<b>Reports to:</b>	Head of Modern Languages A
<b>Responsible for:</b>	N/A
<b>Salary:</b>	£26.79 per hour
<b>Hours of Work:</b>	Min 5 hours per week (term-time),
<b>Contract:</b>	Fixed term Academic year 2025-2026 (Aug - June)
<b>Start Date:</b>	ASAP

---

### **Job Purpose**

We are looking for a well-qualified and inspirational Tutor of French to join the well-established, collaborative and highly supportive Languages department. You will have the opportunity to teach French A Literature to native speakers in the IB Diploma Programme. A clear love of French literature, and a desire to share this enthusiasm with pupils is essential, promoting learning of the very highest standards. The successful applicant must be completely fluent in French at native speaker level and educated to degree level or equivalent.

---

## **KEY RESPONSIBILITIES**

### **Job Purpose**

We are looking for a well-qualified and inspirational Tutor of French to join the well-established, collaborative and highly supportive Languages department. You will have the opportunity to teach French A to native speakers in the IB Diploma Programme. A clear love of French literature, and a desire to share this enthusiasm with pupils is essential, promoting learning of the very highest standards. The successful applicant must be completely fluent in French at native speaker level and educated to degree level or equivalent.

## **Languages A Curriculum in the IB Diploma Programme**

In the Sixth Form (Years 10 and 13), all pupils follow the IB Diploma Programme. Pupils of French A can study the Literature course either at Standard or Higher Level.

### **Job Description**

Approaches to teaching, learning and assessment:

- Employ a range of teaching and assessment strategies and resources to lead dynamic and engaging lessons with a clear focus on pupil progress.
- Set expectations and pace of work which make appropriate demands on all pupils and ensure that all pupils are effectively challenged.
- Be reflective in practice, show an engagement with current educational thinking, and proactively seek opportunities for professional development.
- Identify and respond appropriately to pupils with difficulties in learning and recognise when to seek further advice in relation to their specific educational needs.
- Respond appropriately to cultural, gender, linguistic, religious and social differences, and to disabilities among pupils.
- Encourage pupils to take initiatives in, and become responsible for, their own learning.
- Assess pupil attainment in line with the School's policy and against national standards where assessment leads to certification.
- Monitor, assess, record and report on aptitudes, needs and progress of individual pupils.
- Provide pupils with constructive oral and written feedback on their progress on a regular basis.
- Use the results of assessments to evaluate and improve teaching and standards of attainment

### **Curriculum Content**

- Demonstrate a sound knowledge of Literature curricula - specific IB training will be given.
- Appreciate the effectiveness of ICT in learning and teaching.
- Contribute to the personal and social education of pupils within the School.
- Plan and prepare coherent teaching programmes and lessons, including homework, which ensure continuity and progression in pupils' learning.
- Demonstrate knowledge of the learning process, curriculum issues and child development.
- Demonstrate a sound knowledge and comply with Health and Safety guidelines and procedures.

### **Classroom Organisation and Management**

- Organise classes and lessons to ensure that all pupils are productively employed when working individually, in groups or as a class.
- Create and maintain a stimulating, purposeful, orderly and safe learning environment for all pupils.

- Manage pupil behaviour fairly, sensitively and consistently by the use of appropriate rewards and sanctions and know when it is necessary to seek advice.
- Demonstrate a knowledge of, and contribute to, strategies to prevent bullying.
- Evaluate and justify actions when managing pupil behaviour.

### **National and School Standards**

- Demonstrate knowledge of and uphold and support all of the School's policies and the School's Development Plans.
- Demonstrate a working knowledge of contractual, pastoral and legal responsibilities.
- Contribute to the ethos of the School, for example, by promoting positive relationships among staff, parents and children.
- Report to parents about pupil progress and discuss matters related to their personal and social development in a sensitive and constructive way.
- Demonstrate an understanding of the way roles and responsibilities are shared among staff and how to obtain help from staff within the School, including those with responsibility for the curriculum, guidance, learning support and staff development.
- Demonstrate an understanding of and adhere to the guidelines of the St Leonards School Child Protection Policy and GTCS Code of Professionalism and Conduct.

*This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post-holder will participate in other reasonable activities which may be required to meet the needs of the School or for better fulfilment of the role.*

## **PERSON SPECIFICATION**

### **Education, Training & Qualifications**

#### *Essential*

- Educated to degree level in a relevant discipline.

#### *Desirable*

- PGCE/PGDE qualification.
- PVG (Disclosure Scotland)
- Evidence of continued professional development.

### **Experience**

#### *Essential*

- Experience of teaching French literature
- Experience in the use of ICT in a classroom with the ability to impart that knowledge to others.

#### *Desirable*

- Experience of teaching or knowledge of an IB programme (DP/MYP/PYP)

### **Skills**

#### *Essential*

- A fluent speaker of French, as their first language.
- Commitment to learning and raising achievement.
- Ability to create and deliver engaging and effective lessons.
- Enthusiasm to inspire in students a desire to learn and participate.

### **Interpersonal Skills**

#### *Essential*

- An approachable, supportive manner.
- Collegial and collaborative with a growth mindset, willing to share expertise and to learn from others.
- Ability to work independently and take responsibility for planning your own workload.
- Ability to work calmly under pressure and keep to deadlines.
- Sensitive to the needs of others and supportive when required.
- Professional manner and appearance.

---

### **Safeguarding Statement**

St Leonards is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo child protection screening appropriate to the post, including enhanced PVG clearance.