



Brief for the position of **Head of French**





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Background

The Banda School is an outstanding British Prep School based in Nairobi, Kenya where pupils thrive and flourish as they experience the excitement and enjoyment of learning.

The Banda School is situated on Magadi Road opposite Nairobi National Park, in the tranquil suburb of Karen. It officially opened its doors to twenty-four children, eight teaching staff and a Headmaster in September 1966. Today, it is among the best international schools in Kenya and one of the largest IAPS schools outside the United Kingdom.

Pupils and teachers at The Banda exhibit a great deal of mutual respect, alongside a shared sense of fun and a desire to succeed. Our teaching staff fully invest in ensuring that every child in their care strives for greatness and achieves his or her best in all areas of the British education system, including co-curricular activities.

As a British Curriculum School, our teaching is entirely in line with modern British Prep Schools in the UK. The Banda is a non-selective school, catering for a broad range of abilities. Within our teaching we encourage a combination of collaborative supervision, initiative and independent thought to develop the next generation.



Mission & Aims

Mission Statement

We Give All Our Children Wings...And Teach Them How To Fly.

Aims

B – Build (knowledge, resilience, relationships)

A – Appreciate (myself, others, the environment)

N – Nurture (ourselves, others, our talents)

D – Dream (dream big, aim high)

A – Achieve (my best, our best)



The Role

The post holder will be responsible to the Head and Deputy Head Academic for fulfilling his/her teaching duties and responsibilities within the school, as well as contributing to the broader side of school life.

Job Definition

To undertake the teaching of French at The Banda School and lead the French Department forward with new initiatives and ideas.

Department Overview

At present, French is taught from Year 2 to Year 8 but the school is exploring opportunities to potentially introduce other foreign languages in the future. The Banda assesses pupils in French at the end of Year 8 through its own examination (strongly based on the ISEB Common Entrance core papers) which forms part of The Banda Diploma.

The Banda School is excited to be recruiting an enthusiastic and passionate subject specialist to lead its French Department. The successful applicant will enjoy being a teacher and Middle Leader at a school that promotes a high degree of teacher autonomy, supports experimentation and professional development, and prides itself on having well-rounded and enthusiastic pupils.

The French Department is a thriving and dynamic department which promotes a strong team ethos where teachers work collaboratively to deliver a creative and inspiring curriculum. Our mission is to develop strong levels of spoken and written language in all our pupils.

The successful candidate will have an exciting vision of how to take this already successful department into the next phase of its journey.

A summary of the key responsibilities and attributes expected from applicants

Curriculum:

- To continually review and update the French schemes of work.
- To keep up to date with current thinking and developments in the subject, especially Scholarship requirements and the National Curriculum.
- To deliver a Scholarship Programme for those pupils

sitting Scholarship papers to secondary schools, both in Kenya and the UK.

- To allocate children to appropriate sets in Years 7 and 8.
- To advise and oversee planning within the Department through collaborative discussion.
- To ensure that the use of iPads in the Department is effective and is enhancing pupils' learning.
- To attend Curriculum Meetings organised by the IAPS groups of schools of Kenya and be prepared to host such meetings.
- To set examination papers which are appropriate to the material covered for Years 5 to 8.
- To make appropriate educational provision for pupils with learning difficulties and for those children who are native or semi-native French speakers.

The Role

Liaison:

- To advise the Senior Leadership Team on teaching allocations within the Department.
- To communicate with the Learning Development Centre regarding specific needs of pupils.
- To attend Heads of Department Meetings.
- To hold regular departmental meetings and to pass on the minutes to the Deputy Head Academic.
- To participate in meetings with parents and colleagues at school which relate to the administration, organisation and curriculum of the Department.

Leadership:

- To carry out regular observations of colleagues in the Department and to give constructive feedback.
- To be responsible for coordinating display work as required, ensuring that it meets a high standard and is changed at regular intervals.
- To promote and support the continued professional development of colleagues in the Department.
- To organise and oversee school trips to France as advised by the Head.





The Role

Facilities and Resources:

- To control and monitor a budget as advised by the CFO and to ensure that the budget is spent effectively on resourcing the Department.
- To be responsible for the rooms and equipment as allocated to the Department.
- To monitor, moderate, record and report on the development, progress and attainment of pupils as required.
- To ensure the maintenance of high standards of marking through regular work scrutiny.
- To take responsibility for contributions from the French Department to the school website and The Banda Log (annual magazine).
- To undertake any other administrative duties in respect of your employment as required by the Head.

Information and Reporting:

- To continually review the Department's strengths and weaknesses through Department Development Plans, meetings and Department Reviews.
- To ensure that the Departmental Handbook is kept up to date.

The Person

The applicant must:

- Possess a degree or equivalent teaching qualification.
- Have experience of working in British Curriculum Schools.
- Possess the desire to be fully involved in all aspects of the life of a leading preparatory school.
- Have the capacity to lead and inspire the departmental team.
- Be proactive as a part of The Banda School team.
- Possess a love of French teaching to children of all abilities and a passion for the development of academic excellence.
- Be able to build good relationships with parents and families.
- Be able to build good relationships with colleagues.
- Be able to create a stimulating and engaging learning environment.
- Be able to use initiative, show flexibility and be adaptable.
- Be punctual and use time appropriately.
- Be a good communicator with adults and children.
- Show good organisational skills.
- Show a competent level of written English.
- Be experienced in using ICT in teaching and record keeping.
- Familiarity with iPads is an advantage.
- Present a clean Certificate of Good Conduct or International Child Protection Certificate (ICPC)
- Safeguard and promote the welfare of the pupils.
- Keep up to date with educational developments and be committed to continual personal and professional development.

The post holder will have the responsibility for promoting and safeguarding the welfare of the children and young persons for whom he / she is responsible, or with whom he / she comes into contact, and will be expected to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.



Living in Nairobi

Nairobi, Kenya's capital, has a population of approximately 4.5 million, with a total national population of around 55 million. It is a major business and cultural hub in Kenya and Africa, experiencing rapid development.

Situated at an elevation of 1,795 metres, Nairobi has a subtropical highland climate with minimal seasonal variations, featuring dry and wet seasons. The warmest months are December to March, with daytime temperatures averaging in the mid-20s Celsius. The coolest evenings occur in June and July, dropping to around 9 degrees Celsius. Even during the wet season, rainfall is moderate.

Kenya boasts remarkable natural diversity, featuring abundant wildlife, the Great Migration, the Great Rift Valley, Mount Kenya, and a stunning coastline. The country offers an ideal destination for outdoor enthusiasts. It showcases vibrant colours in its landscape, attire, and local produce. Kenya has a rich historical and cultural presence in everyday life. However, it also faces challenges such as political divisions and a significant wealth gap in its rapidly growing economy, with a large portion of the population living below the poverty line.

The Banda School is located in the suburb of Karen (named after Karen Blixen, known from 'Out of Africa'). Karen is 14 km south west of Nairobi. It is a leafy area, rural until relatively recently and still with expanses of forest.

Nairobi is the only city in the world to have a national park within its boundaries. Nairobi National Park is 110 square kilometres of wilderness, but with the towers of Nairobi looming in the distance. An entrance is very close to the school. The Park is home to much of Africa's wildlife, including lion, leopard, cheetah, giraffe, buffalo, rhino, hyena, jackal, hippo, crocodile and much more. In fact, animals are part of daily life in Karen: monkeys, baboons and warthogs wander through gardens and the school grounds.

Living in Karen is relatively easy for teachers at The Banda. It is home to a large expatriate community – hence the presence not only of The Banda but of other international schools. The school is close to a number of large shopping areas and supermarkets and there are plentiful restaurants and bars. There are good local medical facilities.

As well as the National Park, there are many other attractions in close proximity (with admission prices usually much cheaper for residents than for visitors), The Elephant Orphanage and Giraffe Sanctuary are nearby. Further afield, there are many game parks and safari options. Masai Mara is a six hour drive from Nairobi. There are various lodges and tented camps there to suit all budgets. Coastal resorts are also popular. These are about an eight hour drive or a one hour flight from one of Nairobi's two airports.

The cost of living in Kenya is perhaps not as low as is sometimes imagined but nevertheless money will often go further than in Europe or North America. Payments are frequently made through the MPESA phone-based payment system.



How to Apply

In order to apply, please submit a completed application form in full with a covering letter. Please send your letter and The Banda application form via email to: applications@bandaschool.com

The Banda School is committed to promoting and safeguarding the welfare of the children. Applicants must be willing to undergo checks with past employers and meet the relevant safeguarding requirements, including DBS/ Police Clearance Certificate checks and a valid International Child Protection Certificate (ICPC) will be required for those applying from the UK.





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