

## **Assistant Head of Primary (French and English-speaking) – Part-time**

**Contract type:** Permanent, part-time

**Start date:** September 2025

**Teaching level:** N/A

**Weekly hours:** 13 hours

Ideally located in the heart of London, the Collège Français Bilingue de Londres (CFBL) offers a bilingual education following the curriculum set by the French Ministry of Education for 700 pupils, from Nursery to Year 9 (Petite Section to 3ème). All year groups are based on the same site, ensuring strong pedagogical continuity and close collaboration between staff members. With a diverse community representing more than 60 nationalities, CFBL places tolerance and openness at the heart of its educational mission.

CFBL is seeking a **Deputy Head of Primary** for the start of the 2025 academic year.

Dynamic, caring, and proactive, the ideal candidate will be able to adapt to the management and planning requirements of a school environment while working closely with the Head of Primary and the teaching staff.

### **Role and Responsibilities**

#### **Supporting the Head of Primary in the daily management of the school:**

- Contributing to the development and implementation of the school's educational plan.
- Assisting with curriculum planning and ensuring alignment with the French National Education programmes.
- Supporting the administrative management of the primary teaching team.
- Acting as interim head in the absence of the Head of Primary, including managing staff absences and communicating with teams and families.
- Assisting in managing pupil wellbeing and behaviour, ensuring adherence to school rules, handling conflicts, conducting mediations, and maintaining communication with parents and staff.
- Monitoring pupil progress in collaboration with the Head of Primary, teachers, and the SENCO, including welcoming new pupils, conducting assessments, implementing interventions, and tracking progress.

- Supporting and overseeing teaching staff, including onboarding and mentoring new members, observing classes, evaluating teaching practices, identifying training needs, and assisting with projects and mediation.
- Encouraging pedagogical innovation and supporting teachers in their professional development.

### **Contributing to school projects and events:**

- Leading or assisting with school projects and events.
- Participating in school activities and promoting CFBL at open days, sports days, trips, and other events.
- Supporting the Head of Primary in:
  - Fostering a team-oriented culture where all members of the school community feel valued and heard.
  - Identifying the school's strengths and areas for improvement and proposing innovations or restructuring to enhance efficiency and performance.
  - Setting high standards in implementing policies, priorities, and expectations, leading by example for colleagues.

### **Required Qualifications and Skills**

- Qualified teacher status from the French National Education system or an equivalent English-speaking qualification, or significant experience in teaching.
- Strong knowledge of the French National Curriculum.
- Proficiency in IT tools.
- Fluency in both spoken and written French and English.
- Ability to work closely with teachers, families, and school leadership.
- Strong teamwork and project management skills.

- Ability to demonstrate pedagogical innovation and adaptability.
- A strong understanding of safeguarding principles.

Experience teaching abroad, particularly in a bilingual setting, is highly desirable.

## Salary and Benefits

In addition to a competitive salary (based on qualifications and experience), CFBL offers numerous benefits, including:

- Annual training opportunities.
- An allowance of up to £1,000 per employee for public transport, travel, major purchases (e.g., laptops), childcare, etc.
- Tuition fee discounts.
- Free, freshly prepared daily meals.
- Access to staff courses, such as English, French, and yoga (subject to demand).
- Perkbox benefits (equivalent to an employee benefits scheme).
- Access to private health insurance.
- Life insurance coverage.

## Safeguarding Commitment

CFBL is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All positions are subject to an enhanced DBS check, occupational health assessment, and a self-disclosure form regarding disqualification.

CFBL is dedicated to fostering and maintaining an inclusive environment that values and celebrates diversity among staff and pupils. We are an equal opportunities employer.

## Right to Work in the UK

As the UK no longer follows EU freedom of movement rules, EEA nationals must obtain immigration permission to live and work in the UK. Employers sponsoring individuals under the Skilled Worker visa scheme must meet specific requirements. Please indicate in your application whether you require visa sponsorship.

## How to Apply

To apply, please send your CV and cover letter to [recruitment@cfbl.org.uk](mailto:recruitment@cfbl.org.uk).

**Application deadline:** 18 April 2025