



Colston's Girls' School

Simply Outstanding

Teacher of Latin



INFORMATION FOR CANDIDATES

colstonsgirls.org



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Part Time Teacher of Latin (0.4 FTE)

Part Time (0.4 FTE)

Permanent contract

MPS/UPS (£22,917 - £38,633) + Health Cash Plan and Benefits package

Colston's Girls' School is one of the finest schools for girls in Bristol. We accept girls of all talents and abilities and pride ourselves on being culturally diverse, welcoming students of all faiths and backgrounds.

Applications are invited from high quality candidates to join an exciting and committed Language Department at Colston's Girls' School.

We are seeking an inspirational teacher who is committed to raising the attainment and aspirations of our students.

Candidates for this post should be:

- inspiring and able to motivate and challenge students to make rapid progress.
- able to establish strong relationships and have excellent interpersonal skills.
- bold, optimistic and tenacious in setting and achieving high standards.

In return we can offer you:

- A genuine opportunity to make a difference where it is needed.
- Well-resourced classrooms, necessary IT equipment and structured administrative support.
- An exciting and vibrant environment, which includes a fabulous outdoor space, in which to work.
- A fantastic community of children, parents and carers who deserve the best.
- To join a wonderful team and have every opportunity to further your professional development and career with an excellent benefit package including; Wellbeing Health Cash Plan, Higher Degree Support Funding, Childcare Vouchers, Retail Discounts, ICT Loans, Professional Induction Incentive plus others.

If you are hardworking, reflective, resilient, and looking to further develop your talents and skills at Colston's Girls' School then we would love to receive an application from you.

Closing Date: On 1st May 2018 at 12 Noon

Interviews Commencing : 9th May 2018

Colston's Girls' school is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.



Venturers Trust and our Sponsors



Venturers Trust is a new Multi Academy Trust based in Bristol formed through the merger of CGS Trust and Merchants' Academy Trust in September 2017. Comprising Primary, Secondary, all-age schools and a Special school the Trust has 3,200 pupils and 700 staff. The Trust is sponsored by the Society of Merchant Venturers and the University of Bristol.

The Society of Merchant Venturers is a private entrepreneurial and charitable organisation that actively supports enterprise in Bristol. It has been involved in improving the city's education for at least 400 years. As a sponsor, the Merchant Venturers are heavily involved in all aspects of the Trust including Governance. They bring first class expertise in governance and a wide range of business acumen to the benefit of our schools.

The University of Bristol ranks as one of the top 10 universities in the United Kingdom. It is committed to encouraging the number of local students seeking a place within Higher Education. The University is actively involved in the development of the Trust's curriculum and Governance and allows our pupils and students to access its excellent academic facilities. The University has created an extensive programme of opportunities for our pupils which no other schools have. The University also offers support in other areas, such as research and mentoring.

Both sponsors seek to ensure that all our young people receive a truly inspiring education. Their support, challenge and expertise are greatly valued.

The Academies of Venturers Trust comprise of:

- Bannerman Road Community Academy
- Barton Hill Academy
- Colston's Girls' School (consisting of Secondary and Sixth Form phases)
- The Dolphin School
- Fairlawn School
- The Kingfisher School
- Merchants' Academy (an all-age school consisting of Primary, Secondary and Sixth Form phases)
- Venturers' Academy





Venturers Trust is fortunate to be able to recruit and retain the very best staff. In addition to contractual entitlements such as annual leave and occupational pension, we recognise the important role our staff play by providing for them a range of benefits as well as flexible employment arrangements and a family-friendly approach.

Our current benefits (*for all staff on Venturers Trust contracts and working over 10 contractual hours per week*) include:

WELLBEING HEALTH CASH PLAN - A valuable Health Cash Plan that provides cover for routine healthcare such as dental check ups, eye tests, physiotherapy, and specialist consultations. Benefits for children of employees up to the age of 18 are included free

EMPLOYEE ASSISTANCE PROGRAMME - The EAP offers cover for employees and their immediate family members residing at the same address, including children in full-time education

TRAINING AND DEVELOPMENT - First class training and development opportunities are provided within the Trust, including an outstanding induction programme for newly qualified and experienced teachers.

HIGHER DEGREE SUPPORT FUNDING - Significant contribution to the funding of Master's Degrees at the University of Bristol by the Trust and the University of Bristol as our sponsors

RESEARCH PRACTITIONER BURSARIES - Significant contribution to the funding of an MSc in the Graduate School of Education at the University of Bristol by the Trust and the University of Bristol as our joint sponsors.

PROFESSIONAL DEVELOPMENT - w.e.f. Sept 2018 : 5 Professional Learning days per year

BICYCLE PURCHASE LOANS - After having successfully passed the probationary period employees are eligible to request a Bicycle Purchase loan up to the value of £1,000 through the 'Cycle to Work' scheme

ICT LOANS - A loan repayable over a 2 year period as part of a Salary Sacrifice scheme

RETAIL DISCOUNTS – An extensive range of free goods/services and discounts available to staff

INTEREST FREE SEASON TICKET LOAN - The option to purchase a season ticket with an interest free loan, deducted from salary in monthly installments over a 12 month period.

PROFESSIONAL INTRODUCTION INCENTIVE - Payable following the successful completion of the probationary period of the new member of staff to the member of staff who made the introduction

RELOCATION SUPPORT - An interest free loan to staff who are relocating repayable over 2 years up to £5,000 or the equivalent of 2 month's salary

Further details of our employee benefits can be found on the Academy website.





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Colston's Girls' School is one of the finest schools for girls in Bristol. We accept girls of all talents and abilities and pride ourselves on being culturally diverse, welcoming students of all faiths and backgrounds. Quality teaching and an inspired curriculum have ensured our place as the highest attaining non-selective school in the South West and our long history of outstanding achievement. Since 1891 generations of students, staff and parents have been proud to be a part of this vibrant, caring and highly successful learning community.

Our students are taught to be independent, curious and resourceful in their learning, to seek knowledge and opportunities and to achieve more than they ever thought possible. They are supported in their learning through the very best personalised teaching while mutual respect and responsibility lie at the heart of the school.

We have created a challenging, engaging and values led curriculum which focuses on the characteristics and habits that last a lifetime – curiosity, creativity, confidence, ambition, resilience, optimism, responsibility and emotional intelligence.

The curriculum is enriched through Foreign Languages, Music, Sport and Drama and extended by way of numerous clubs and societies designed to stimulate and nourish intellectual curiosity.

Girls are encouraged to take on leadership roles, to actively seek to shape their own future and that of the school.

We are academically ambitious for each and every girl, but more importantly want them to grow as happy and fulfilled young women ready to lead and succeed in their chosen path, whatever that may be.





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Languages at Colston's Girls School



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The department delivers French, German, Spanish (AQA), Russian (Pearson) and Latin (EDUQA). We aim to offer a range of collaborative international learning experiences, ranging from linguistic, cultural and travel opportunities in order to enhance our whole school language status.





Living in Bristol



Colston's Girls' School is located in Bristol very close to the open fields of Bath and North Somerset and easy travelling distance from the city, country villages and further afield. Academy staff have an enviable choice of places to live within a city and region that is viewed as one of the areas with the highest quality of living in the UK. The local economy remains buoyant, benefiting from a strong knowledge economy and particular strengths in the creative, financial and legal businesses. Within 90 minutes you can be in London or on the coast.

Bristol itself is a beautiful, vibrant and fashionable city. Its harbour, which weaves its way through the heart of the city is lined with restaurants, clubs and bars, museums, arts, science and media centres. The narrow winding streets, radiating from the water's edge, reveal elegant parks and squares and stunning architecture. Recently the city celebrated Brunel 200, the 200th anniversary of the birth of Isambard Kingdom Brunel, one of the most inspirational engineers of the 19th century and the person responsible for some of the great icons of Bristol's industrial heritage. Bristol is the 8th largest city in the United Kingdom with a population of over 400,000. Built on the confluence of the Rivers Avon and Frome, it has been in existence from well before the time of the Romans.

Bristol grew to be one of the most important cities in England during the Middle Ages as a result of its port and in 1497 the brothers Sebastian and John Cabot, sponsored by the Merchant Venturers, sailed from the docks to mainland America, landing in Newfoundland. A working replica of their ship, The Matthew, can be seen in the harbour today.

Bristol is the largest city in the South West and the region's leading centre for business, culture and education. It has been the subject of a massive programme of investment and regeneration that has had a major impact on its retail, leisure and business facilities. The city has a long tradition of trade and engineering, and is also home to many of the newer financial services and creative and media industries. It is also close to some of the most beautiful countryside and coastal areas.



Post: Teacher of Languages

Reporting to: Head of Department

Specific Duties: Teachers make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

The Subject Teacher will be responsible for the quality of Teaching and Learning in their subject and will ensure that each girl develops her potential to the full in a stimulating and lively environment.

The Subject Teacher is answerable to their Head of Department, the appropriate Vice or Assistant Principal and the Principal. The areas of responsibility fall into the following broad categories:

1. Teaching and Learning
2. Development and training
3. Internal and external assessment, recording and reporting
4. Management of budget and resources
5. Communications

1. TEACHING AND LEARNING

The quality of Teaching and Learning is the prime concern of the Subject Teacher who will:

- Plan, prepare and teach lessons in line with the Departmental Schemes of Work and external examination syllabuses in their subject.
- Contribute to the planning and development of Schemes of Work within the appropriate subject area.
- Provide sufficient stimulus for the most able of our pupils whilst still recognising the needs of all pupils in their classes.
- Assist in the selection of appropriate examination syllabuses and assist in the evaluation of their effectiveness.
- Ensure delivery of the curriculum through appropriate means, including access to external resources such as speakers, visits, fieldwork.
- Implement departmental policy on homework, marking and recording.
- Provide information for the allocation of pupils to sets.
- Ensure (with Head of Department) that proper procedures are observed for all curriculum based journeys out of school.
- Set work appropriate to her classes in all cases of absence.
- Supervise and, as far as is practicable, teach any pupils whose usual teacher is not available to teach them.

2. STAFF DEVELOPMENT AND TRAINING

The Subject Teacher will:

- Accept an equitable teaching load and spread in line with the School's curricular needs and appropriate to her skills and experience.
- Be ready to undertake responsibility within the Department.
- Seek opportunities for further training or development within her subject area.
- Show awareness of new methodology, new materials, new resources.
- Manage ancillary staff where appropriate.
- Take part in an Appraisal programme.

3. EXAMINATIONS, ASSESSMENTS, RECORDING AND REPORTING

The Subject Teacher will:

- Ensure that all work for external assessments complies with the requirements of the Examination Board.
- Ensure that all deadlines imposed by Examination Boards or school management are met in respect of coursework, moderation, practical assessments, school reports or other data.
- Carry out Internal Assessments at appropriate times.
- Ensure that work is always marked, moderated and recorded in ways consistent with School Policy.
- Keep such records as are required by external examination bodies.
- Ensure that reporting to parents is carried out in a way consistent with departmental policy.
- Contribute to the preparation of academic references or internal school reports as required.
- Participate in arrangements for public examinations including the supervision of those examinations.
- Assist in the evaluation of external examinations and the response to appropriate boards.

4. MANAGEMENT OF BUDGET AND RESOURCES

The Subject Teacher will:

- Assist in the selection and control of resources and the management of their proper allocation within the department and will ensure the secure storage of equipment books and consumables and to be accountable for them.

5. COMMUNICATIONS

The Subject Teacher will:

- Keep the Principal or his delegate informed of all matters which are her proper concern.
- Be aware of and act upon the issues that relate to the effective discharge of her duties.
- Facilitate communication within the Department at all times.
- Attend all Staff, Faculty and Departmental meetings.
- Attend all Parents' Evenings, or such other occasions as the Principal shall from time to time require.
- Contribute to Departmental work for Open Days, Activities Morning or any other such occasion as the Principal shall from time to time require.
- Liaise with the Form Teacher, Heads of Year or Head of Sixth Form over academic or pastoral issues which concern individual pupils.
- Be aware of, and comply with, the School Policies for Health and Safety and Equal Opportunities.
- Maintain good order and discipline among the pupils and safeguard their health and safety both on the school premises and when engaged in authorised school activities elsewhere.
- Undertake such administrative and supervisory duties that are reasonably assigned to them.
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students' education at different stages of development
- have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6. Make accurate and productive use of assessment know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements

- make use of formative and summative assessment to secure students' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give students regular feedback, both orally and through accurate marking within the agreed time, and encourage students to respond to the feedback.
- follow the Academy assessments reporting policies.

7 Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the Academy, in accordance with the Academy's behaviour for learning policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them
- maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.

8 Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the Academy including co-curricular
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- plan with and deploy support staff effectively to engage fully in learning and progress.
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to students' achievements and well-being.
- work with other professionals as needed e.g. speech and language, EP etc.

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CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Relevant first degree • Qualified Teacher status 	
Experience	<ul style="list-style-type: none"> • Excellent classroom teacher, with a clear commitment to improving the quality of pupils' learning • Extensive knowledge of the taught Curriculum • Experience of using a range of classroom management strategies to promote high quality learning for all children • Use of assessment data to raise standards • Experience of successful and innovative teaching in Key Stages 3, 4 and 5 • Excellent ICT skills • Evidence of a commitment to extended learning for students beyond the classroom 	<ul style="list-style-type: none"> • Potential to be an outstanding classroom practitioner • Experience of working with parents and carers and external agencies • Knowledge of the Ofsted Framework
Professional Learning	<ul style="list-style-type: none"> • Commitment to continuing personal and professional learning. Evidence of commitment to own professional development 	<ul style="list-style-type: none"> • A willingness to develop
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to create a happy, challenging and effective learning environment • Commitment to the vision and ethos of the school • A passion for the subject and knowledge and skills to inspire students • A subject specialist • A creative approach to Teaching and Learning to engage and further children's interests • Commitment and ability to ensure all pupils achieve well and an interest in how students learn • Excellent inter-personal skills and the ability to establish good working relationships with a wide range of people including students, parents and carers, colleagues and Governors • Ability to communicate effectively and accurately, in writing and orally • Ability to inspire, challenge and motivate others to work towards common goals • Ability to prioritise, plan and organise self and others • Energy, imagination and personal commitment • A sense of humour • Reflective and analytical • To have high expectations and aspirations of all children • Knowledge, skills and desire to want to be a Tutor • To have a willingness to be involved in the wider side of school life. • Commitment to the safeguarding and promoting the welfare of children • Commitment to Health and Safety, including staff wellbeing and equal opportunities • Carry out other duties that the Principal of the Colston's Girls' School may reasonably request. 	<ul style="list-style-type: none"> • Understanding of the use of ICT as a management tool
Personal Attributes	<ul style="list-style-type: none"> • Flexibility to cope with diverse needs of the role. • Resilience to work under pressure. • Positive, personable and optimistic. 	

HOW TO APPLY



Closing Date for Applications: 1st May 2018 at 12 noon

Interviews: 9th May 2018

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

An Application Form is available in electronic format at venturerstrust.org and should be returned electronically along with the Equality Monitoring Form by following the instructions at the [Work With Us](#) section of the Trust's website.

Please note that due to the expected volume of applications it may not be possible to acknowledge or respond to all applicants.

SAFER RECRUITMENT IN EDUCATION



Venturers Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification which will include a specific reference to suitability to work with children.
- A Venturers Trust Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.