



## **Teacher of EFL/ESOL**

**Required for September 2018**

### **Candidate Brief**



### **FULL-TIME Teacher of EFL/ESOL**

#### **Permanent contract from September 2018**

We are looking for an experienced and enthusiastic graduate to teach English as part of the curriculum to non-native speakers from Years 7 to 13. There are currently about 60 girls, of varying degrees of fluency, requiring ESOL tuition, so ideally candidates should have experience of Cambridge examinations, plus Edexcel IGCSE and IELTS. The ESOL Department is well-resourced and successful, which plays a key role in helping to integrate overseas girls and achieves consistently good results. The position would suit an experienced practitioner with a Diploma in Teaching English as a Foreign Language and some teaching experience.

#### **The ESOL Department**

Mayfield School is a highly successful, leading Independent Catholic boarding and day School for girls aged from 11 – 18 years. The current pupil roll is approximately 370 girls, with about 60 girls requiring ESOL tuition. The EFL/ESOL Department at Mayfield School caters for any girl from overseas whose first language is not English. The department has its own suite of rooms and aims to be as helpful and welcoming as possible to all pupils by providing a relaxed, friendly atmosphere in which to learn. At present the Department has two full time and two part time teachers.

ESOL girls are taught in small groups, with girls of similar ability from the same year group and receive between four and five hours of tuition each week. The department actively encourages girls to read as much as possible in English and one hour each week is dedicated to Literature. Appropriate texts, ranging from simplified novels to full novels, are studied in class and girls are also given guidance as to which books, from the extensive ESOL library, they would benefit from reading in their own time.

The majority of girls are entered for an external examination at the end of each academic year and selected course books are given to each girl. Mayfield School is a Cambridge Examinations centre so girls can take any of the Cambridge main suite examinations at School. The examinations offered are: PET and FCE for schools, CAE and CPE. In addition the Edexcel IGCSE in English as a Language is also offered to Years 10 and 11. Year 13 girls are prepared for the IELTS examination for University entrance and on average, our girls achieve 7 or higher in this examination.

## Mayfield School

Mayfield is a vibrant, happy and successful independent Catholic boarding and day school for girls aged 11 to 18. Founded in 1872, the School is set within 75 acres of beautiful Sussex countryside, conveniently located just outside Royal Tunbridge Wells, within an hour of central London by train and with easy access to Gatwick and Heathrow airports.

Mayfield is successful in unlocking and developing the unique potential and talent of each girl in an inspiring learning environment. Described by the Independent Schools Inspectorate as "outstanding" and by Country Life as "one of the finest schools in the land", a Mayfield education combines academic excellence, breadth of opportunity and exceptional pastoral care. There are currently almost 370 pupils in the School of which half are boarders.

The School enjoys excellent facilities, including an award-winning Sixth Form Centre; a specialist Science Centre; internationally renowned creative arts teaching and learning facilities; an indoor swimming pool; a Technology Suite and a first-class Equestrian Centre on campus.

## School Ethos

The vision of Mayfield's founder, Cornelia Connelly, to educate young women to respond to the needs of the age remains central to the School's education philosophy today. We are committed to helping each girl discover and develop her unique talents, to be herself and to make that self the best it can be. Sport plays an important part in our Catholic heritage, which remains fundamental to the life of the School and provides a moral and spiritual framework for daily life, encourages integrity, generosity, compassion and courage within an inclusive community, which welcomes all. The School's motto 'Actions Not Words' is embodied in our voluntary service programme, which promotes a spirit of personal and social responsibility.



## Mayfield School – Teacher of ESOL/EFL – Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> <li>Teaching ESOL to years 7-13 (ages 11 - 18 years) offering experience in a minimum of 4 of the following examinations Cambridge PET and FCE for schools, CAE or CPE, Edexcel IGCSE or IELTS.</li> </ul>	<ul style="list-style-type: none"> <li>Oral or writing exam moderation</li> </ul>	<ul style="list-style-type: none"> <li>Application form and references</li> </ul>
QUALIFICATIONS/ EDUCATION/ TRAINING ATTAINMENTS	<ul style="list-style-type: none"> <li>A good Honours Degree plus minimum RSA Diploma in TEFLA, or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>PGCE or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates of qualifications</li> </ul>
SPECIAL KNOWLEDGE OR SKILLS	<ul style="list-style-type: none"> <li>Awareness of practical strategies to make the subject engaging and accessible, to stretch the most able and to raise achievement at all levels of ability</li> <li>Be understanding of the difficulties girls have studying school subjects in a second language.</li> </ul>	<ul style="list-style-type: none"> <li>Use of variety of teaching and learning styles</li> <li>Interested in application of ICT skills to learning and teaching of ESOL</li> <li>Maintain awareness of new developments in ESOL teaching</li> </ul>	<ul style="list-style-type: none"> <li>Letter</li> <li>Application form and interview</li> <li>References</li> </ul>
DISPOSITION	<ul style="list-style-type: none"> <li>A desire to work in a secondary school environment with more long-term contact with overseas students.</li> <li>A desire to seek continuous professional improvement, especially in the secondary classroom</li> <li>A desire to work successfully within departmental and pastoral teams</li> <li>A commitment to the wellbeing and academic development of students</li> <li>A sense of excitement about teaching and working with young people</li> <li>Able to exercise authority but also to treat young people with respect</li> <li>Energy, enthusiasm; a willingness to work very hard</li> </ul>	<ul style="list-style-type: none"> <li>To be positive about the need for innovation and change</li> </ul>	<ul style="list-style-type: none"> <li>Lesson Observation</li> <li>Interview</li> <li>References</li> </ul>
INTERESTS	<ul style="list-style-type: none"> <li>The potential to offer something extra to the School and its students that will enhance the girls' learning and life experience</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to contribute to the extra-curricular programme</li> </ul>	<ul style="list-style-type: none"> <li>Application form and interview</li> <li>Letter</li> </ul>
ETHOS	<ul style="list-style-type: none"> <li>Commitment to the Catholic ethos of the School</li> </ul>	<ul style="list-style-type: none"> <li>A practising Catholic</li> <li>Experience of working in a boarding school</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>Reference from Parish Priest or equivalent Minister</li> </ul>

## **Expectations of Academic Staff at Mayfield School**

A Teacher at Mayfield School can be expected to teach across the age range of 11-18. Teaching staff are expected to work closely with their Head of Department to promote a holistic approach to education: supporting the education of the whole individual as well as being enthusiastic proponents of education for girls. In addition to the responsibilities outlined above, all Teachers at Mayfield are expected to:

### **Preparing and delivering challenging and stimulating lessons**

- Have a good degree in a relevant discipline and possess strong subject knowledge.
- Set high standards and encourage all pupils to achieve their full potential through an encouragement of independent learning and self-evaluation.
- Be expected to keep knowledge and skills as teachers up to date, through reflective practice and by regular attendance at suitable inset or training courses.
- Teach their subject successfully with expertise, enthusiasm and patience.

### **Promote good progress and outcomes for pupils**

- Implement School policies and practices for marking, target setting and reporting, using this information to support on-going improvement.
- Communicate appropriately and effectively with parents, tutors or Heads of School on a pupil's development and progress.
- Have the ability and confidence to teach able students and support weaker girls.

### **Fulfil wider professional responsibilities within academic departments**

- Attend departmental meetings and play an active role in departmental discussion and curriculum development including contributing to schemes of work within the department.
- Participate in the setting and marking of internal and external examinations.
- Contribute and support departmental extra-curricular activities; including programmes designed to enrich a girl's education as well as weekly revision sessions and clinics.
- Seek to work constructively with colleagues in other departments to facilitate cross-curricular initiatives and sharing of good practice; recognising links and building on common skills.
- Attend staff meetings, parents' consultations, open mornings, Prize Giving, and similar important School functions.

### **Fulfil wider professional responsibilities within Mayfield School**

- Actively support the Catholic, Holy Child ethos of the School and be familiar with and contribute to the Cornelian philosophy and principles.
- Be involved in the rich and broad education that develops the diverse talents of the girls equipping them for leadership and service; including taking part in the school's non-examined programmes such as 'Actions not Words', D of E etc.
- Be involved in the pastoral care of pupils whether as a tutor, boarding tutor or in other roles, including attending weekly assemblies, Liturgies (including Mass) and Inter-House competitions.
- Be involved in afternoon and occasional evening extra-curricular activities including trips, sports, music, drama, clubs and societies.
- Support the work of the boarding community by providing staffing for weekend activities on six half days across the School year.
- Carry out such duties as are allocated by the Deputy Head or other SMT colleagues, including study supervision, lunch duties, cover for absent colleagues and examination invigilation.
- Show the ability and desire to promote the image of Mayfield in the wider community.
- Maintain high standards of ethics and behaviour especially with regard to attendance and punctuality.
- Adhere to School policies & procedures contained within the Teaching Staff handbook including professional conduct and Child Protection guidelines.
- Carry out any other reasonable request from the Headmistress.



### **All Mayfield Teaching Staff**

All teachers are expected to adhere to the Teachers' Standards as outlined by the DfE and updated regularly. <https://www.gov.uk/government/publications/teachers-standards>. Full details of the terms and conditions of employment are found in the teaching staff employment contract.

No member of the teaching staff may undertake private coaching of Mayfield girls without the permission of the Headmistress.

### **How to apply**

Application forms are available on the School website – [www.mayfieldgirls.org/vacancies](http://www.mayfieldgirls.org/vacancies).

Application forms should be returned to the PA to the Headmistress via email to [kbowles@mayfieldgirls.org](mailto:kbowles@mayfieldgirls.org) or post to Mayfield School, The Old Palace, Mayfield, East Sussex TN20 6PH.

**The deadline for applications is Friday 13 April 2018 at 16:00 \***

**Interviews will be held in the week commencing 23 April 2018**

(\* Mayfield School reserves the right to invite exceptional candidates for interview and to offer the post prior to the closing date for applications.)

