

LANGUAGE ASSISTANTS

APPLICATION PACK

June 2018



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School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick of the parish as well as the foundation of a school “for the bringing up of youth in virtue and learning”. The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is in the school a similar commitment to quality of education and the upholding of high standards in all facets of life.

The school values its Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values. School services take place on a regular basis in the local parish church.

There are currently 760 pupils in the Pocklington School Foundation, of whom 220 are at the Prep School (Reception to Year 6). These numbers include 100 boarders, in two boys’ houses (Dolman House and Fenwick-Smith House) and two girls’ houses (Faircote House and Orchard House).

Academic life is at the core of any school. Pocklington’s curriculum has been developed to motivate and stretch pupils. There are wide-ranging options in Year 9 and GCSE. Sixth Form AS and A2 subjects offer a diverse range of subjects and combinations. There is excellent

careers and university advice. Music, drama and art thrive, as do sport, outdoor education, community service, the CCF and other extra-curricular activities.

The school is set in extensive grounds on the edge of Pocklington, a market town 12 miles east of York. Emphasis is given to the importance of the learning environment. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a Sixth Form Centre, a superb library, a new Art and Design Centre, a swimming pool, and other sports facilities. Architecturally, there is an excellent Victorian frontage.

The intention is that Pocklington's education will be humane, broad and characterised by a healthy mixture of rigour and enjoyment, to contribute to fullness of life for each boy and girl.

Aim, Values and Practice

Aim To Inspire for Life

Confidence We encourage individuals to be confident and considerate; fostering self-respect and self-belief.

Responsibility Personal responsibility and service to others are expected; both have opportunity for expression within the school and beyond.

Achievement In all areas of school life we seek to nurture talent and aspiration, to encourage perseverance and to prepare young people for the challenges of adult life.

Values We achieve our aim through a strong working relationship between pupils, staff and families which is founded on the following values:

Trust The Foundation's Christian ethos guides our caring and straightforward approach. We treat each other with respect and uphold our tradition as friendly and compassionate schools.

Truth We value debate which is open, honest and informed to stimulate creativity, intellectual curiosity and initiative.

Courage We challenge ourselves and each other to change for the better.

Practice We provide a community to be proud of, where pupils can explore, make mistakes, learn and grow. In order to do this:

Support We put the well-being of our pupils first, with excellent pastoral care.

Learning We encourage successful learning through effective teaching and a commitment to a broad education.

Recognition We recognise and reward success and commitment, progress and achievement.

Copy of Advertisement

Language Assistants

6-12 hours per week, Term Time Only

We require language assistants to work with small groups of students (mostly Sixth Form and GSCE) to improve their language skills and confidence in French, German and Spanish.

You will be fluent in the relevant language (ideally a native speaker), passionate about language learning and able to inspire and motivate children aged 11-18. You will need to work flexibly during school hours as exact hours of work will often be dependent upon students' timetables.

Closing Date: **9am 18 June 2018**

You can access further information and an application form from:

www.pocklingtonschool.com

T: 01759 322666 E: recruitment@pocklingtonschool.com

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Department Information

The Modern Languages Department is based at the heart of the School and is well resourced in terms of rooms and equipment. The Department has expanded its use of technology over recent years and has access to a range of software and online subscriptions

There are nine members of staff including the Head of Department, and we aim to have language assistants for French, German and Spanish. The Department teaches across the 11-18 age range, with some colleagues also delivering lessons at our Preparatory School.

French, German and Spanish are taught as part of the core curriculum through Years 7-11. In the Sixth Form, French, German and Spanish A Levels are offered.

In Years 7 - 9 students study at least two foreign languages from French, German and Spanish, and in Years 10 and 11 all students study at least one language to GCSE level. A number of students study a second language too. All main language classes from Year 9 - 11 are taught for 4 lessons per week.

The Department follows the New AQA GCSE specification and also the New AQA AS and A Level specification. With a good academic record, last year the A* to C pass rate at GCSE was about 80% across the languages French, German and Spanish.

At A Level classes are generally small and are taught for 8 lessons per week in Year 12 and Year 13. Results are generally good and several students have gone on to study languages at University level.

As well as delivering excellent lessons, Modern Languages teachers are fully engaged outside the classroom. We run a German exchange and trips to France and Spain. The regular and varied extra-curricular language activities programme includes visits to Universities, guest speakers, films, quizzes, and a spelling bee.

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Personnel Team.

Foundation Benefits:

Pension scheme – We offer competitive employer contribution rates for all staff

Discounted school fees with the option to spread payments over 12 months from your pay

Enhanced holiday entitlements

On-site gym and swimming pool

Free lunch in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Foundation Policies, Personnel Policies

Enhanced sick pay arrangements – this is detailed within the Absence Management Policy, also to be found on the Extranet

Annualised Pay – allowing for easy home budgeting

Free staff room refreshments

Access to York Psychology Centre support – see staff noticeboards for further information

Employee Assistance Programme – offering a health, wellbeing and counselling service for staff and their families

Tai chi, yoga and art classes – these are advertised throughout the school year

Winter car lights test – organised by Andrew Clarke each January

Massages – these are arranged on an ad-hoc basis throughout the school year

Internet and e-mail access at work (subject to appropriate use in accordance with the school policies)

Free parking (although this is subject to possible legislative change in the future)

Free library services – including holiday book loans

External Providers:

Discounted membership at the Box gym (see flyers on the school noticeboards)

Health Care – access to reduced rates

HMRC:

Child Care Vouchers

Cycle to Work scheme

Both these schemes are offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.

Job Description

LANGUAGE ASSISTANT

Reporting To:

Head of Modern Foreign Languages

The Language Assistant

plays a key role in working with groups of students to improve their language skills.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead or to the Headmaster.

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POCKLINGTON SCHOOL FOUNDATION

Duties and Responsibilities within the MFL department:

- Working mostly with Sixth Form students, and GCSE students, but also with younger year groups, plan and conduct oral practice sessions with small groups or individual students, to improve their language skills and confidence in French, Spanish or German and develop their understanding of the culture of the country
- Give feedback to academic or pastoral staff on the students' progress
- Help teachers to create and update teaching resources
- Help teachers to create and update classroom and corridor displays
- Contribute to the life of the MFL department by supporting enrichment events such as quizzes, food tasting, music/film evenings etc.
- Undertake such tasks, within the Department, that the Head of Department might reasonably request.

General duties and responsibilities within the wider school:

- Promote the general progress and well-being of individual pupils
- Assist in monitoring the appearance and general behaviour of pupils around the School, maintaining good order and sound discipline among pupils, including safeguarding their health and safety
- Implement the School's agreed policies
- Participate in School based INSET
- Assist with administrative, organisational other tasks as may reasonably be requested by the Head of Department, the Senior Management Team or the Headmaster
- Attend Staff, Department and other meetings as appropriate
- Assist with the Department's contribution to the School marketing effort
- Preserve and foster the good name of the School in all dealings with the wider public.

This job description is not definitive and may be adapted dependent upon the skills and interests of the post holder who may be required to undertake any other duties commensurate with their role.



**POCKLINGTON
PREP SCHOOL**
Ages 3 to 11



**POCKLINGTON
SCHOOL**
Ages 11 to 18

Person specification – Language Assistant

| | Essential criteria | Desirable criteria | How measured |
|-------------------------------|---|--|--|
| Experience | | <ul style="list-style-type: none">• Experience of group work with children 11-18• Previous work experience within a school | <ul style="list-style-type: none">• Application form |
| Education and Training | <ul style="list-style-type: none">• Good level of Education (minimum English GSCE) | <ul style="list-style-type: none">• Teaching or Teaching assistant qualification | <ul style="list-style-type: none">• Application form |
| Skills and knowledge | <ul style="list-style-type: none">• Excellent command of English and target language (written and oral)• Fluency in the target language• Excellent organisational skills to meet deadlines• Ability to work efficiently and accurately when under pressure | <ul style="list-style-type: none">• Native speaker of target language• Ability to explain key grammatical points• Awareness of the strategies to raise the level of achievement of pupils of all abilities | <ul style="list-style-type: none">• Application form and interview |
| Personal attributes | <ul style="list-style-type: none">• Ability to motivate children• Passionate about language learning and appreciation of different countries and cultures• Empathy with the principles, ethos, aims and aspirations of Pocklington School Foundation | | <ul style="list-style-type: none">• Application form and interview |

Child Protection: this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.

The Application Process & Safer Recruitment

The Application Form

- 1.1 Applications will only be accepted from candidates completing an application form in full. Forms completed electronically will be accepted but candidates will be asked to sign a copy of their form when they attend for interview. The application form can either be posted or e-mailed to you, or downloaded from the Foundation's website at www.pocklingtonschool.com. It should then be completed in full, including signature for hard copies, and returned by email, fax or post. If the form is faxed, the original must be provided at interview. CVs will not be accepted in substitution for completed application forms in the absence of good reason. Any CVs submitted will not be considered as part of the shortlisting process.
- 1.2 All posts in the Foundation involve some interaction with children and everybody has responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- 1.3 Please disclose any convictions, cautions, reprimands or warnings (not subject to the DBS filtering) in confidence to the Bursar in a sealed envelope (see instructions on the application form). Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/dbs. You should be aware that the Foundation will institute its own checks on successful applicants for shortlisting with the Disclosure and Barring Service.
- 1.4 The successful applicant will be required to complete an Enhanced Disclosure Application Form authorising the school to complete an online DBS application. Employment is conditional upon a satisfactory Disclosure and Barring Service (DBS) check and other appropriate checks for all applicants home and overseas. All vetting checks MUST be completed PRIOR to the successful applicant's start date.
- 1.5 An overseas national must have permission to work in the UK (if not a member of a European Economic Area country).
- 1.6 You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the Police and/or the Disclosure and Barring Service.
- 1.7 Details of anyone applying for a position which is a 'Regulated Activity' as defined by the Safeguarding Vulnerable Groups Act 2006 and who is barred from doing so by the DBS will be passed to the Police and/or the Disclosure and Barring Service.

2. References

- 2.1 We will seek references on candidates invited for interview and may approach previous employers whether or not named as a referee for information at any stage following receipt of an application form.
- 2.2 Employment is subject to the receipt of satisfactory references from suitable referees and references will also be verified by a telephone call.
- 2.3 If you are currently working with children, on either a paid or voluntary basis, your current employer must be listed as one of your referees. They will be asked about disciplinary offences relating to children or

young persons (current or time expired) and whether you have been the subject of any Child Protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the previous employer will be asked about those issues (and should be listed as a referee). Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. They may, where appropriate, answer that your duties have not brought you into contact with children or young persons.

- 2.4 In the case of applicants who have been employed but who are currently unemployed, one of your listed referees must be the most recent employer. Newly Qualified Teachers should also list their course tutor as one of their referees.

3. Interview and Identification

- 3.1 If you are invited for interview, one of the areas which will be explored will be your suitability to work with children.
- 3.2 All successful candidates will be required, during the appointment process, to produce original documents confirming any educational and professional qualifications necessary or relevant for the post (eg the original of examination certificates, diplomas etc). Where originals are not available, written confirmation or certified copies of the relevant qualifications must be obtained from the awarding bodies.
- 3.3 All successful candidates will also be required, during the appointment process, to produce original documents in order to satisfy the requirement for a DBS and Eligibility to Work in the UK; photocopies or certified copies are not sufficient:
If you are invited for interview you will be provided with a list of acceptable documentation and in addition we ask that, where appropriate, you provide any document evidencing a change of name, such as a marriage certificate.
Acceptable documentation for verification of identification for an enhanced DBS check is a limited range. If those documents are unable to be produced, the candidate will be required to undertake an external ID verification check and if that does not provide appropriate confirmation the candidate will be required to undertake a fingerprint verification check with the Police.
- 3.4 Photocopies of the Identification and DBS documentation will be taken by the Foundation and retained on file for all successful candidates. The details will also be entered onto the Foundation's Staff Central Register of staff, volunteers and governors.
- 3.5 Annexes A and B give information on the storage and handling of disclosures and a copy of the Foundation's policy on the employment of ex-offenders.

4. Conditional Offer of Appointment: Pre-appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A check of the DBS Barring List
- A satisfactory Enhanced DBS Disclosure
- Verification of professional status (where required) (eg satisfactory completion of PGCE course)
- Declaration of medical fitness
- Confirmation of the candidate's right to live and work in the UK

Where the successful candidate has worked or been resident overseas and has not, after returning to/moving to the UK, worked in a school or college, they MUST obtain such checks and confirmations as the Foundation may require in accordance with statutory guidance. These may include the equivalent of DBS checks from those countries (often known as Good Conduct checks) and may involve the taking of fingerprints and provision of detailed information to the embassies or police forces of those countries as well as additional references.

5. Warning

Where a candidate is:

- found to be on the DBS Barring List, or the Enhanced DBS disclosure shows he/she has been disqualified from working with children, or
- found to have provided false information in support of his/her application, or
- the subject of expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Disclosure and Barring Service and/or the Police and any offer of employment by Pocklington School Foundation will be immediately withdrawn.

6. General

The Foundation requests applications as soon as possible from interested applicants, reserving the right to offer the post at any stage in the appointment process or not to offer the post at all.

- 6.1 Offers of employment will be made on merit and in accordance with the Foundation's policy of equal opportunities.
- 6.2 Confirmation of a conditional offer of employment will only be made on satisfactory completion of the probationary period.
- 6.3 Confirmation of a conditional offer of employment will only be made on satisfactory declaration of medical fitness.
- 6.4 Results for the statutory employment checks are recorded in the Foundation's Staff Central Register of staff, volunteers and governors.
- 6.5 The successful applicant will only be able to start when ALL the vetting checks have been completed.
- 6.6 For urgently required personnel, an earlier start may be permitted but only once a risk assessment has been made and a supervisory regime put in place by the Child Protection Officers.

P S Bennett, Bursar, October 2013 - Updated January 2015

Policy Statement: Recruitment of Ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Pocklington School Foundation complies fully with the Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Pocklington School Foundation is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We have this written policy on the recruitment of ex-offenders, which is given to all Disclosure applicants at the outset of the vetting process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A thorough assessment of all the employment opportunities available at Pocklington School Foundation has indicated that a disclosure application is both proportionate and relevant to the position concerned for all new governors, staff and most volunteers, and at the Enhanced Level. Where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Pocklington School Foundation – the Bursar - and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Pocklington School Foundation to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Pocklington School Foundation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences. We employ a risk-assessment based methodology.

P S Bennett, Bursar, 12 June 2006 - Updated 30 September 2013

Policy Statement: Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Pocklington School Foundation complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has this written policy on these matters, which is given to all those who sign a DBS application form.

Storage and access

Disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we only keep Disclosure information for six months after your certificate is shown to us by you.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

P S Bennett, Bursar, 12 June 2006 - Updated 30 September 2013