



Message from Douglas Robb, Headmaster

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ over 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have attached a links below which I hope you will find useful:

<https://www.visitnorthnorfolk.com/>

With best wishes,



HOW TO APPLY

Head of Mandarin (part-time/0.6)

If you would like to apply for the position of part-time Head of Mandarin, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, however this must not be submitted in place of the application form;
- Complete all sections; do not leave any blanks and enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experiences meet our requirements. Please provide clear examples when outlining all your experiences, whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Submission of applications:

All application forms should be emailed to applications@greshams.com or sent by post to:

HR Department
Gresham's School
Church Street
Holt
Norfolk
NR25 6BB

Please submit your application by the **closing date** of Monday 7th May 2018. If your application is submitted after this time, we will not be able to accept it.

Please Note: We reserve the right to interview and appoint up to and including 7th May 2018.

Start date: September 2018

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies we provide feedback only to those applicants who are interviewed.

JOB DESCRIPTION AND PERSON SPECIFICATION

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills and will be used in the shortlisting process and to form the basis for questions asked at interview.

Personal Details

Eligibility to work: For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months (Data protection policy available on our website: www.greshams.com).

Disclosure and Barring Service: Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Passport and/or UK driving licence (including a photo-card);**
- **A UK birth certificate;**
- **UK firearms licence;**
- **EU photo identity card;**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, or a presentation etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- Completion of Educare Child Protection Training.

Safeguarding

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, to follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

Warning

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

THE MANDARIN DEPARTMENT

The Mandarin Department is part of the Modern Foreign Languages Department.

Mandarin is a thriving subject with an ever-increasing take up at GCSE and the IB diploma programme. Established at Gresham's in 2011, the Chinese department has been flourishing and continues to achieve excellent exam results.

The aim of learning Mandarin is for students to gain an interest in Chinese language and culture, achieve well in public exams and help build the language foundations to compete in the global economies of the future.

The number of students who study Mandarin and Chinese at the school has increased steadily every year. The language is taught at different levels to benefit students of all standards from complete beginners to fluent speakers.

Curriculum

Understanding Mandarin and the Chinese culture

In Year 9, students who choose to do Mandarin are given an introduction of the language and culture. The course focuses on all four linguistic skills at beginners' level. Cultural elements are also embedded in the programme: students are given or choose their own Chinese name, learning about Chinese festivals, making Chinese food in the school kitchen and trying paper cutting and Chinese calligraphy. At the end of the course, a martial arts instructor comes to the school for students to experience Chinese Kung-Fu.

GCSE Chinese

After the one year 'taster' course in Year 9, pupils in Year 10 can choose to continue studying Mandarin. By the end of Year 11, they will take Chinese at GCSE.

IGCSE first language Chinese

Native Chinese students who wish to take IGCSE Chinese will be given individual or group lessons with the Chinese language assistant to help them prepare for the examination.

Cambridge Pre-U Mandarin

After the GCSE Chinese examination, students can opt to study CIE Pre-U Mandarin. As well as strengthening their Mandarin linguistic skills, the course offers analysis of Chinese history, contemporary economic trend and covers issues such as population, environment and migration. Students also study Chinese literature and film as part of the course.

IB Diploma

Lower Sixth Form students who choose to do the IB Diploma have the option to take Mandarin at different levels (ab initio, standard level or a higher level paper). IB Mandarin is a challenging and effective programme that by the end of the two year course, students will have a sound knowledge of Mandarin and a deeper intercultural understanding.

IB Diploma – Mandarin ab initio

For students at beginners' level, those who have no experience of learning Mandarin or less than two years of formal learning.

IB Diploma – Chinese B

This course is for students at the intermediate level, those who have taken GCSE Chinese or have been learning Mandarin for more than two years.

IB Diploma – Chinese A: language and literature

For students at advanced level where Chinese is their first language or at an equivalent level of proficiency.

Events/Trips

Every year, it has become a tradition at Gresham's to celebrate Chinese New Year. It is celebrated in different forms, e.g. students learn to make Chinese dishes on their own, or they are taken to a Chinese restaurant or join the Chinese students at the 'New Year hot pot party'!

KEY REQUIREMENTS

Qualifications	Essential	Desirable
Fluent in both Mandarin and English	✓	
Qualified Teacher Status (QTS)		✓
Experience of teaching GCSE Mandarin/CIE Pre-U Mandarin	✓	
Ability to teach IB Mandarin		✓
Professional Experience	Essential	Desirable
Genuine enthusiasm for the Chinese Culture and the Mandarin Language	✓	
An experienced teacher capable of delivering dynamic and effective lessons to the full age and ability range of students		✓
Ability to work in a team	✓	
Personally committed to continuing professional development	✓	
Experience of independent and/or state boarding environments		✓
Personal Competencies and Skills	Essential	Desirable
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	
An outstanding teacher	✓	
Professional appearance and manner	✓	
Excellent practitioner with the ability to inspire pupils	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	
Ability to maintain confidentiality appropriate to the setting	✓	
Able to exercise good motivational skills	✓	
An ability to communicate effectively with pupils, parents and staff	✓	
Physically, emotionally, resilient and grounded	✓	
A person prepared to be flexible	✓	
Patience and a sense of humour	✓	
Driving licence		✓
Good ICT skills	✓	

REMUNERATION AND OTHER BENEFITS

The salary band for this position is based on our Gresham's Academic Staff Pay Structure. The role is part-time at 0.6 of a timetable.

- Teachers' Pension Scheme
- Fee Remission
- Private Health Scheme
- Free school lunch during term-time (supper may also be taken for those who are working)
- Free hot drinks, fruit and biscuits available in the common room
- Free car parking on site is widely available