



KING'S COLLEGE SCHOOL

WIMBLEDON



LANGUAGE ASSISTANT - GERMAN (part-time)



WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

As you learn more about us, I hope you will discover that King's is a truly wonderful environment in which to teach, work and learn, with pupils who are inquisitive, creative and eager to learn, on a campus which is well-resourced and recently renewed, and alongside other dedicated staff whose expertise, care and commitment lie at the foundation of everything we do.

King's is one of the most successful schools in the world, and our vibrant and caring community is a special place to learn and grow for boys aged 7-18 and girls aged 16-18. With over 1,500 pupils and approximately 450 staff, we are located in one of the most attractive and peaceful parts of London, opposite 1,140 acres of countryside of Wimbledon and Putney Commons and just a short walk from the picturesque Wimbledon Village.

Our school was founded in 1829 by Royal Charter as the junior department of the university, King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact.

We aim for each of our pupils to enjoy an exhilarating adventure of learning and to pursue academic excellence within a fun, caring, welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last

summer, and we were delighted to be the highest placed independent co-educational day school, and to be named Independent International Baccalaureate School of the Year, in The Sunday Times Parent Power 2025.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to inclusivity, are central to our community, as is the co-curriculum, which enables pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts, and community partnerships.

The next few years will be a very exciting time for us as we enter the next chapter of the school's strategic development, and as we seek to strengthen our community in preparation for our 200th anniversary in 2029. We hope you consider joining us for this adventure.



Dr Anne Cotton
Head



THE ROLE

We are currently seeking to appoint an enthusiastic part-time German language assistant for the 2025/2026 academic year to a large and vibrant modern languages department.

The German language assistant leads conversational practice with small groups of King's pupils who are preparing for IGCSE German (year 11) and A level/IB German (years 12 and 13). The assistant will help pupils in the preparation for their speaking exams, providing lessons in the target language, and supporting cultural knowledge.

Reporting to: deputy head of modern languages and the head of German

Key duties include:

- teaching in the region of fifteen 35-minute conversational lessons per week
- supporting the King's partnership programme by undertaking a series of after-school conversational sessions on Thursdays in the spring term and participating in the partnership programme at King's on Friday afternoons between 1.30pm and 4.00pm.
- developing engaging and up-to-date teaching resources and contributing to departmental activities, such as lunchtime language clubs, events and competitions

- attending INSET days and departmental meetings, and supporting examination invigilation
- any other reasonable task as directed by the head of German, deputy head of modern languages or the head of modern languages.



THE PERSON

The post will suit someone who:

- Is a native speaker of German
- Has a university degree and/or teaching qualification such as TEFL, PGCE or equivalent or has recently lived in a German-speaking country
- Has a genuine interest in German as a language and a keenness to promote not only the education of the language but also the cultural aspects of the German-speaking world
- Is eager to inspire, support and motivate all pupils to flourish and reach their academic potential
- Has an ability to communicate effectively with young people, with excellent communication skills, both orally and written
- Has an ability to work well as part of a team but also to be confident in working on their own initiative
- Is reliable and has effective planning and organisational skills
- Possesses strong pastoral instincts and a commitment to excellent pastoral care and safeguarding for all pupils
- Has excellent communication skills and works well with others
- Is personally committed to ongoing professional development

The following would be advantageous:

- Prior experience of working in a secondary school environment

Terms and Conditions:

- Salary: competitive
- Contract period: 26th August 2025 to 1st July 2026
- Weekly working hours of 15 hours during term-time
- Annual leave is based on the full-time equivalent of 25 days annual leave per annum plus 8 English statutory public holidays. As you are not expected to attend school during the school holidays, the expectation is that the annual leave entitlement will be taken during the school holidays
- School lunches are provided free during term-time
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5% employee contribution
- A programme of health benefits is also offered by the school
- Membership of the King's sports club



HOW TO APPLY

Closing date: Monday 3rd March 2025 at 9am

Interview: Friday 7th March 2025

To apply for this role, please register your details online via our website www.kcs.org.uk (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. You will be asked to fill an online application form, upload a CV and provide a cover letter.

Please include a covering letter with your application addressed to Mrs Helen Mulcahy, head of modern languages

CV: Please use the CV to highlight your skills, knowledge and expertise that match the role details, main duties and responsibilities. Your CV should ideally be a single-sided A4 sheet.

Cover letter: Please use the cover letter to explain how your own skills and experiences match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests. Your cover letter should ideally not exceed two sides of A4.

Early applications are encouraged; interviews may be staged and we may choose to appoint at any time during the application process.

Arrangements will be confirmed prior to interview, and further details provided. We are happy to reimburse reasonable travel expenses.

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk or telephone the HR department (020 8255 5308) to find out more.



WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, cooperation and trust, there is a “can-do” attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

Professional services staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Competitive salaries well above London and national averages
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total (pro rata, where relevant)
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5%

employee contribution

- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes
- Free lunch, tea, coffee and other refreshments during term time
- Shuttle buses from Wimbledon station
- Cycle to work scheme
- Fee remission for children of staff (subject to the usual entry requirements and space being available), pro-rata based on hours and weeks worked
- Invitations to school productions, concerts and events during the year

WORKING AT KING'S - STAFF PROFILES



"Since starting at King's, I have thoroughly enjoyed working with extremely able and enthusiastic students and colleagues. The academic challenge central to the school's ethos means that work in and outside the classroom is always stimulating and fast-paced. I have had the opportunity to take on new roles in the school early in my time at King's, and appreciate seeing the variety of routes that my career could take here. Having come from an IB only school, I have felt supported taking on the A Level. The school also has its own internal programme of professional development which I have benefitted from, and the range of short courses on offer mean that I can stretch different areas of my professional practice."

- Dr Cheung
Head of French, Academic Enrichment Coordinator and Equality and Diversity Mentor

"I love working at King's. I have been supported in a variety of roles in over a decade at King's, including head of department, head of section, and acting operational deputy head. There is a real value put on staff and pupils having fun and enjoying school: academic excellence is never put ahead of pastoral support or co-curricular involvement. Alongside this, there is a real sense of teamwork and a desire amongst colleagues to support all members of our community in achieving their aims. Every year I am struck by the kindness of colleagues, the ambition of the pupils and the opportunities available to all. King's is a great place to work, but it never stands still nor rests on its laurels."

- Mr Renwick
Head of Admissions and Teacher of Theology and Philosophy



"King's is a dynamic, positive school committed to the wellbeing of all. Staff-pupil relationships are exceptionally good, and members of staff are unfailingly supportive. Pupils are motivated and keen to learn; it is stimulating to work in an academically fulfilling environment. The pastoral system is strong, and I find my role as a tutor the most rewarding. There are many opportunities for professional development, either through in-house courses or via new roles – indeed, I have enjoyed many different responsibilities. To teach and learn in beautiful surroundings and with outstanding facilities makes working at King's a joy."

- Ms Davis
Director of Staff Welfare, Bursary Engagement Officer and Teacher of History

"Prior to joining King's I had not stayed at any school longer than three years; seventeen years later and I am still here. King's is by far the best school and environment I have ever worked at. Everyone from pupils to teaching staff are kind, welcoming and above all else they all look out for one another. I have learnt how to be a good teacher and leader at King's and been given opportunities to further develop my career others can only dream off. I love being a part of this community"

- Ms Chan Ramgoolam
Director of Public Occasions



"I started King's as a Graduate Sports Assistant and then after completing my teaching training, I spent four years as a junior school PE and Games teacher before progressing into the senior school to become the Head of Football. Throughout my time at King's, I have been supported by outstanding colleagues and the progress I have made is down to their dedication and invaluable advice. The work I have done with the ACS on diversity and inclusion has been hugely rewarding; the society aims to ensure all pupils feel valued in our community leading to better outcomes for everyone".

- Mr Joshua Barrington
Head of Football and Head of the African Caribbean Society



THE DEPARTMENT - MODERN FOREIGN LANGUAGES

The Modern Languages department is lively, dynamic and ambitious. Six languages are taught: Chinese, French, German, Italian, Russian and Spanish. Lower school pupils take French and are also exposed to other languages through clubs and occasional language carousels. In the fourth form (year 9), all pupils continue with French as their first language and choose between Chinese, German, and Spanish as a second language. The IGCSE in French is compulsory and most pupils sit it in the lower fifth (year 10). About half of the year group continue with their second language, taking (I)GCSE in the upper fifth. Following early entry French IGCSE, pupils opt for a continuation French course, a one-year non-examined Italian course or a one-year intensive GCSE course in Italian or Russian. (A small number take a course in computer programming.) As a result, over half of pupils in the middle school take (I)GCSEs in three modern languages. All (I)GCSEs are Edexcel apart from Chinese (AQA).

Modern Languages are popular in the sixth form, with around 30% of students opting for one or more of the following: A levels (AQA) in French, German and Spanish and IBDP in Chinese (ab initio), French, German and Spanish. A pleasing number of students go on to study Modern Languages at highly regarded universities, including regular Oxbridge successes.

The department is centred around a friendly staff base, currently comprising seventeen highly qualified teachers,

the majority of whom teach two of the six languages taught at King's. Each year we appoint native speakers of German, Spanish and French as language assistants. We also have Italian, Russian and Chinese assistants. Most members of the department have their own teaching room, equipped with a projector, to which they can connect their King's-issued Surface device. Audio-visual resources are digitised and can be accessed directly from SharePoint.

Teaching in the department is lively, innovative and rigorous. Pupils are urged to think for themselves and to aim for the highest levels of fluency and accuracy at all levels, whilst also keeping abreast of events and developments in target-language countries. Our approach is unashamedly academic throughout and we insist on all pupils acquiring a secure grounding in grammar, though this is not at the expense of communication in the target language. The success of our approach is reflected in our excellent examination results.

We run a broad range of subject-related enrichment activities, including lunchtime clubs, a flourishing Modern Languages Society (Lingua Franca) and many local and overseas trips and exchanges. We have also enjoyed success in inter-school language debating competitions, the Hispanic Theatre Festival and the UK Linguistics Olympiad.



SAFEGUARDING AT KING'S

At King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Children's Safeguarding Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: <https://www.kcs.org.uk/safeguarding-at-kings>. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with **Keeping Children Safe in Education**)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There are a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair assessable interview room or alternative format of assessment papers such as audible, Braille or large print versions.



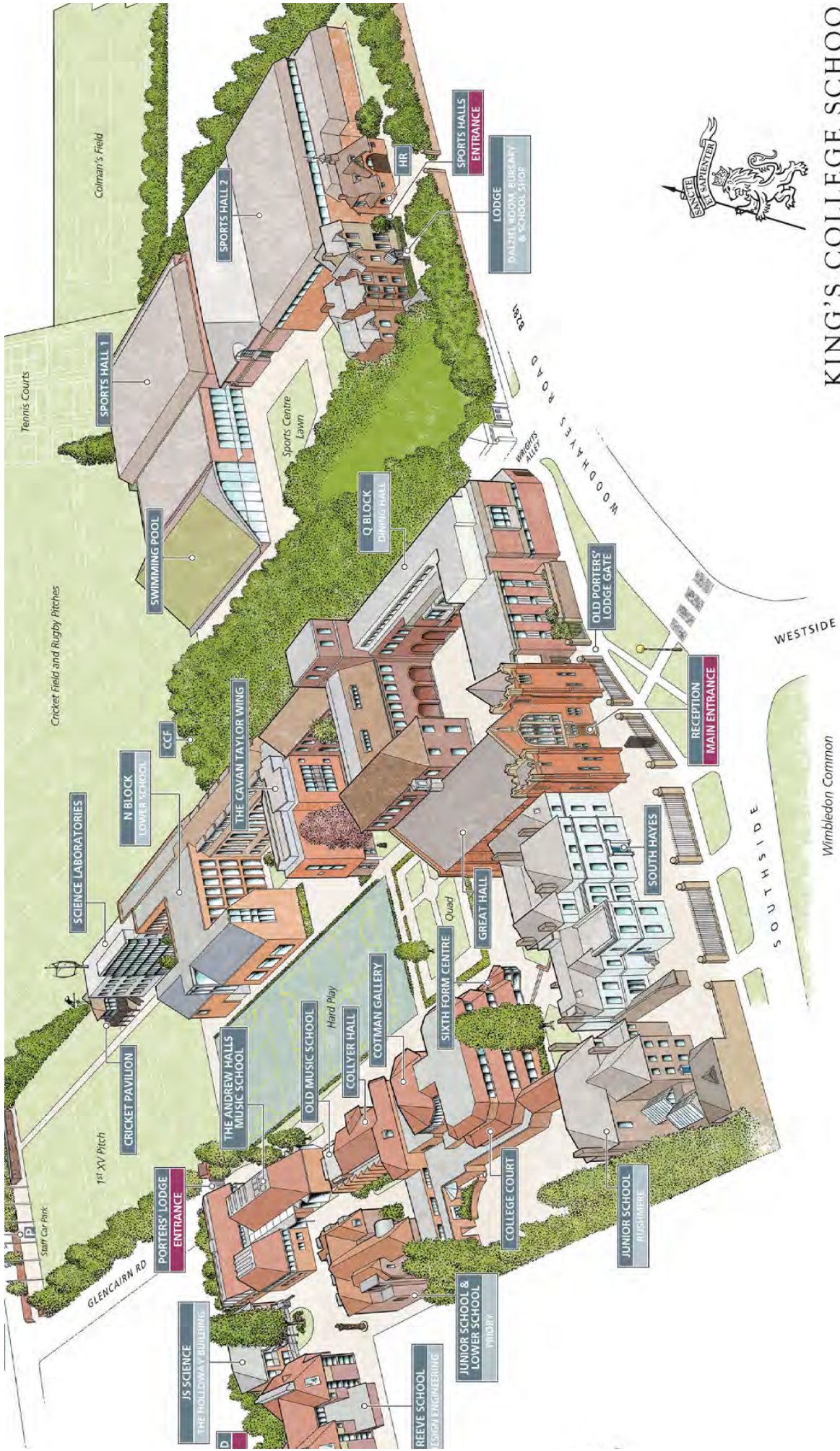
LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and Village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25. There is a morning shuttle bus for staff which runs from Wimbledon Station to the school.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.



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