



St George's

WEYBRIDGE

# Candidate Information Pack

FRENCH LANGUAGE ASSISTANT

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



# About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 3-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections in December 2019 and rated excellent in all categories.

St George's Weybridge is proudly and unequivocally a 3-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josephite ethos, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



“WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES”



# Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

## Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

*"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"*

*Elif*

*"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".*

*Mauricio*

*"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"*

*Leila*





# French Language Assistant

- To prepare and provide French conversation lessons for students of all year groups, with a focus on helping to prepare year 10-11 students for IGCSE and year 12-13 students for A-level speaking examinations.
- Prepare teaching materials and resources from various sources (Internet, TV, newspapers and other authentic sources).
- Contribute to authentic voice recordings to enrich the school's audio resources.
- Keep accurate records of pupil progress and produce feedback for improvement.
- To attend Departmental Meetings (as required).
- Liaise with tutors, the Head of Department, Heads of Year in case of pupil absence/ issues.
- Assist in setting and marking of internal speaking examinations.
- Assist with general departmental administration (as required).
- Lead or support various educational activities held by the Department, including overseas trips
- To participate in arrangements for preparing students for public examinations through extra practice sessions / revision.
- Keep up to date with Public Exam Specifications.
- Adopt a professional approach to teaching, demonstrating behaviour expected of pupils.



# Benefits



## Pension

Subject to meeting the qualifying conditions, all Business Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% (trebling to 15% for long-serving employees). Teaching staff have access to the Teachers' Pension Scheme. Teaching colleagues also have the alternative option of access to a Defined Contribution Scheme with flexible level of contributions made via Salary Exchange.

## Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.



## Medical Support and Employee Assistance Programme

Benenden provides accelerated access to many aspects of private healthcare in the event of delays to NHS provision, as well as a free confidential counselling and GP helpline available 24/7.

## Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



## Fee Remission

Staff may be eligible for School Fee Remission for their child(ren) joining either St George's College or St George's Junior School after the date employment commences. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term in which the child(ren) join either School and is not contractual. Full details of the scheme are available from the HR Department.

## Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



## Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College



## Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



# Conditions of Employment

## Initial Period of Employment

Teaching Staff: Two Terms

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

## Notice Period

One week on either side during the Initial Period of Employment, thereafter, One Term

## Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

## Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to, and ensure compliance with, the Safeguarding 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 he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

## Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

## Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

## Place of Work

The post-holder will be based at the College with an expectation of flexibility, when required, to work at the Junior School

## Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

## No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



# How to Apply

To find out more about the post or the school, in the first instance please contact Tony Deive, Head of Languages, for a confidential discussion:

**Tel: 01932 839 300**

**Email: [tdeive@stgeorgesweybridge.com](mailto:tdeive@stgeorgesweybridge.com)**

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to [headmistress@stgeorgesweybridge.com](mailto:headmistress@stgeorgesweybridge.com).

## Key dates

### Closing date for applications:

Please note that applications will be reviewed upon receipt and shortlisted candidates may be invited for interview at short notice.

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our “Georgian family” inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



