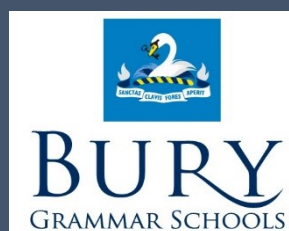


# BURY GRAMMAR SCHOOLS

## FOREIGN LANGUAGES ASSISTANT (French)

## APPLICATION PACK



## **Bury Grammar Schools**

Bury Grammar School is a forward-thinking, vibrant and modern family of schools. We are proud of our rich heritage and the tradition of academic excellence combined with exceptional pastoral care. Our aim is to offer an outstanding and unrivalled education in which pupils are inspired to work hard, aim high and achieve. We have a strong commitment to retaining the long-held traditions, values and ethos of each of the Bury Grammar Schools, while preparing pupils for lives in an ever-changing world. We take enormous pride in our 450 year history, whilst looking to the future with confidence, openness and optimism. We are proud to be a leading academic school with a big heart.

The School is a dynamic and exciting place to work, and employs over 230 staff, across a wide variety of roles. Every member of staff employed by Bury Grammar School has an impact on our pupils and we aim to recruit the highest calibre of staff who are passionate about our school aims: Scholarship, Character, Partnership and Enrichment.

We foster strong Leadership and Management by empowering and involving staff in its strategy and decisions. We have an established CPD programme which provides our staff with every opportunity to continue their own learning journey. We recognise that delivering continuous improvement is key to the success of every individual and to Bury Grammar School as a whole. We value all our staff and believe that attracting and retaining the very best people is fundamental to allowing us to continue to develop

As an employer we are focused on creating an outstanding place for all our staff to work so that we can attract, retain and engage talented individuals, who have a desire to transform the lives of others.

More information regarding the Schools and their history can be found on our website at [www.burygrammar.com](http://www.burygrammar.com)

## **Our Facilities**

The Bury Grammar Schools date back to 1570 but the current campus was established in 1903. The Schools later expanded in the 1950s and 1960s when a new Boys' School was constructed and since then several fantastic new buildings have been added across the campus, the most recent being a brand new joint Sixth Form Centre which was opened in November 2014 and Boys' Sports Complex which opened in September 2016. We continually strive to improve our facilities and give our staff and pupils the best possible environment to work and learn in.



## **The Post**

---

We are looking to recruit an enthusiastic French Assistant from 1<sup>st</sup> September 2019 to assist and support the MFL department and help prepare pupils for oral examinations. This is a part-time, term-time post, working Monday to Friday, 8 hours per week (days and hours per day to be negotiated at interview).

The successful candidate will be fluent in French.

## **The Department**

---

The Languages Faculty at Bury Grammar School is highly achieving and encourages pupils to explore different cultures whilst instilling a love of language learning. We offer French, German and Spanish to GCSE and A level. In Year 7 pupils study French and choose either German or Spanish in Y8. Our Faculty is staffed with language specialists and native speakers. Pupils are encouraged to speak in the target language and have contact with Foreign Language Assistants to nurture their linguistic abilities.

Our varied extra-curricular programme includes MFL Film Club, Lingua Karaoké and le Café français. For the first time in 2016, we introduced "Linguastars", a Saturday morning course, which aims to introduce Year 6 pupils to different languages. Whilst having a lot of fun, the participants learn phrases to impress on holiday and improve their understanding of different cultures.

The Languages faculty prides itself on its organisation of many school trips. We organise one of the longest running exchanges in the country with Köln Deutzer Gymnasium in Germany. We also run annual trips to Berlin, Madrid and Geneva.



## Salary and Benefits

The salary for the post will be a pro-rata'd salary of £4,941 per annum (Full time equivalent salary is £27,470 per annum). The position is a term time role and the hours of work are 8 hours per week between Monday and Friday – days and hours to be worked per day to be agreed.

- Support Staff - All eligible individuals who join Bury Grammar Schools will automatically become members of our Pension Scheme unless they decide to opt out of the Scheme. The employee contribution will be a contribution of 5% which is matched by Bury Grammar Schools.
- Fee remission will be offered for children to attend Bury Grammar Schools from reception onwards; children of staff must meet the academic requirements of the School
- Free use of after school club for children who are pupils at the Schools between set times.
- Daily lunch allowance at the School canteen.
- Free parking on-site
- Corporate eye care scheme.
- Training and Development Opportunities will be offered.



## Guidance Notes for Applicants

We advise you to read carefully all available information for this job before you start completing the application form. This pack includes a job description and a person specification which details the skills, qualifications and experience which are required for the job.

All shortlisting decisions will be based initially on essential criteria. We interview those candidates who are the closest match to the identified criteria.

### Rehabilitation of Offenders/ Disclosure and Barring Service

A criminal conviction will not necessarily be a bar to employment. The Bury Grammar Schools (BGS) comply with the Disclosure and Barring Service's Code of Practice and will consider the suitability of all applicants on merit and ability.

The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up to 30 months' imprisonment and who have completed the appropriate period of rehabilitation to regard their conviction as 'spent'. 'Spent convictions' can then be regarded as never having occurred.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, however, exempts certain types of employment such as working in a school from the provisions of the Act. In addition, the Police Act 1997 requires Police checks for all posts that come into contact with under 18s and vulnerable adults on a regular

basis. Appointment to this post will require the post holder to undergo checks by the Disclosure and Barring Service before commencing any duties which could bring them into contact with children.

Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose relevant information requested at any stage of the recruitment process, then your employment could be subject to withdrawal of contract, dismissal or disciplinary action in accordance with Bury Grammar Schools policies.

### **Application Form**

Please complete all sections of the application form. If a section does not apply to you, please just write 'not applicable' in the box.

Incomplete forms and CVs sent without an accompanying completed form will not be accepted.

Applications for the role will only be accepted from those who complete application forms. CVs will not be accepted in substitution for completed application forms.

If you need to attach a continuation sheet to any section, please ensure that your full name is included at the top of the page. NB: If you are planning to submit your application electronically, all documents, including any attachments, must be sent in Microsoft Word format.

### **Evidence of permission to work in UK**

Prior to being permitted to commence employment with BGS, you will be required to produce documentary evidence of permission to work in the United Kingdom. You could provide, for example, either a British passport or a passport or National Identity Card from an EEA Country or Switzerland; alternatively, a document showing your permanent UK National Insurance Number and your full UK Birth Certificate.

A full list of acceptable documentary evidence is available on request. Original documents must be seen before you start working for BGS.

For further information, please refer to the Home Office website [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk).

**Useful information on living and working in the UK can be found at** [www.britishcouncil.org/eumobility](http://www.britishcouncil.org/eumobility)

### **Employment**

Please give us details of your complete work history since leaving school/tertiary education. This should include information on your current and past employers, job title, dates employed and salary. Please explain any breaks in employment when detailing your full work history.

In your accompanying letter, you need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person Specification. Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job.

### **References**

Please give details of 2 referees who can comment on your suitability to do this job. At least one reference must be from your current or latest employer and your references must cover your last three years of employment. It is BGS policy to request references prior to interview. If you do not wish for your current or latest employer to be contacted before the interview, then please make this clear on the application form. BGS reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment.

In providing the names of referees, you are agreeing that the Bury Grammar Schools may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

### **General**

If you do not receive an invitation to interview within four weeks of the closing date, then you may assume that your application has been unsuccessful.

By signing and returning our application form you consent to Bury Grammar Schools using and keeping information about you provided by you, or by third parties such as referees, relating to your application or future employment. In the case of unsuccessful candidates this information will be retained for six months from the closing date. Information provided by successful candidates will be transferred to their personnel file.

### **How will we keep your information secure?**

Personal and Monitoring information is treated as strictly confidential and will be dealt with in accordance with the Data Protection Act (1998) and our Data Protection Policy.

### **Whom can I contact if I need help in completing the form?**

Please contact us on 0161 696 8600 or email [vacancies@burygrammar.com](mailto:vacancies@burygrammar.com)

Please submit your completed applications via this link <https://burygrammarschools.breathr.com/v/modern-foreign-languages-assistant-4709>

**Closing date for applications: Sunday 23rd June 2019 at 11.59pm.**

### **Safer Recruitment**

The Bury Grammar Schools operate an equal opportunities policy, and are committed to safer recruitment and safeguarding pupils. Any appointment will be subject to successful DBS clearance, satisfactory references and confirmation of medical fitness for the post.

***Thank you for your interest in a role at Bury Grammar Schools.***

## **Job Description: Foreign Language Assistant (French)**

Reporting to: Head of Languages Faculty

### **Overall purpose of the job**

To assist and support the Languages department

To help prepare pupils to oral examinations

### **Key responsibilities**

Depending on teachers and the age/level of the pupils, French Assistants may be asked to:

- work with the teacher in the classroom
- work on their own with small groups of pupils
- help prepare pupils for oral examinations
- make recordings in their own language that the school can use as an example of native speaker speech
- introduce and contribute to group discussions and role plays in their own language
- contribute to cross-curricular work in collaboration with other subject areas
- help set up links with schools in their home country
- contribute to an international project

The necessity to be fluent in French is mandatory.

### **General Duties**

- Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
- Be committed to safeguarding and promoting the welfare of children at all times
- Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
- Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
- Value diversity and promote equal opportunities
- Comply with GDPR and data protection legislation and relevant policies and procedures where applicable.
- Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
- All Bury Grammar Schools' employees are expected to act as ambassadors for the Schools and promote the organisation and its services positively as well as behave in a manner consistent with the Schools' Values at all times.
- Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

*The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably changes; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Schools will expect to revise this job description from time to time and will consult with the job holder in so doing*