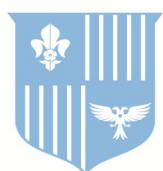


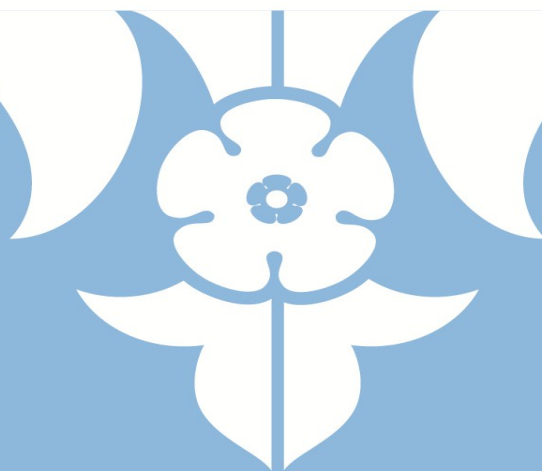
Appointment of Teacher of French with Spanish and/or German



KINGS NORTON
GIRLS' SCHOOL & SIXTH FORM

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Kings Norton Girls' School Teacher of French with Spanish and/or German

May 2019

Dear Prospective Applicant

We are currently looking to appoint a full time teacher of French (with Spanish and/or German) to join our MFL team from September 2019. NQT applications are welcome as are applications from recently qualified teachers.

The team currently consists of 8 specialists who work within the MFL Faculty. Languages have a well resourced suite of rooms in which the majority of the subject teaching takes place, this includes an ICT suite; the Faculty has its own staff base. Languages are very popular, all students study French in year 7 with many students taking a second language, either Spanish or German from year 8. A language is compulsory for the majority of students at KS4 with 86% taking a GCSE in 2018. All three languages are offered at A level. The Faculty team have had much success in enabling students of all abilities to make excellent progress. Progress 8 in 2018 was +0.8.

We are looking for a teacher to join this team who can help to make a real difference to the success of our students. The successful candidate will have the opportunity to work with a wide range of schools within our networks and will have access to extensive CPD opportunities.

I do hope that having read further and found out more about us that you will choose to make an application; I look forward to hearing from you. You will find information on the school in this pack and on our website.

To apply, please complete the application form along with a supporting statement (which should not exceed 1200 words), in which you explain clearly how you meet the requirements of the person specification. Please note we do not accept CVs and only applications completed on the school's application form will be considered. If you would like to visit the school, or if you have any queries prior to completing your application form, please do not hesitate to contact Mrs Suzanne Martin, Faculty Leader on 0121 675 1305. **Deadline for applications: 9.00 am on Monday 20th May 2019**

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form. References must be taken from your current (or most recent employer) where you have worked in connection with children. Candidates that have been shortlisted will be contacted by phone to invite them to attend the selection process on **Thursday 23rd May 2019** (please note this date is provisional). Candidates who have not been called for interview within two weeks of the deadline date for applications should assume their application has been unsuccessful. All offers of employment are subject to a satisfactory enhanced DBS check, a health check screening questionnaire and 2 references that are satisfactory to the school.

Yours faithfully



Mrs Nicola Raggett - Headteacher

MFL Faculty Details

The MFL Faculty offers French, German and Spanish at Key Stages 3, 4 and 5. All staff are able to teach at least two languages. They are assisted by our foreign language assistant who helps to improve students' speaking skills and understanding of other cultures.

On entry to the school in September, Year 7 students will study French. Many will then pick up a second language (German or Spanish) in Year 8 and study both languages to the end of Key Stage 3.

In Key Stage 4, most students work towards a GCSE examination in one of their languages and we follow the AQA GCSE specification. In 2018 we were delighted with our Progress 8 of +0.8 and received congratulations from the Minister of State for Education on our high level of GCSE entry at 86%. Students may also opt to pursue their second language as a GCSE course (AQA Specification) and we currently run one option group per cohort. For those students for whom a language GCSE is not appropriate, we run the NVQ business language course at KS4.

At Key Stage 5, we offer French, German and Spanish at A level. Students prepare for the AQA examination in French and German and the Edexcel examination in Spanish, which is currently taught collaboratively with a local school. Many of our A level linguists go on to pursue their languages at University

The Faculty has the use of 5 designated MFL classrooms, all of which are equipped with an interactive whiteboard and associated technologies. One of these classrooms is an ICT suite which allows for whole-class teaching and independent study.

We are committed to a varied programme of extra-curricular and enrichment opportunities for students. Within school, there is a very successful Language Ambassadors Programme which provides our students with an opportunity to use their language learning in a practical context through collaboration with younger students and local primary schools, mentoring activities and organisation of lunchtime clubs. Accreditation for Language Ambassador activities is offered as part of the school's Student Leadership programme.

We welcome visits from speakers from our business and local university links and our students take advantage of study days offered by local universities. Our students are also offered the opportunity to travel further afield. Trips to the German Christmas Market in Birmingham, a day trip to Boulogne, residential experiences in Spain and a well-established exchange programme with our partner school in Melle, Germany all feature in a typical academic calendar.

As a Faculty, we strongly believe that enthusiasm, active participation, perseverance and a sense of pride in one's achievement are key factors in a successful language-learning journey and it is our aim that all students have a positive learning experience regardless of their level of ability.

Teacher of French with Spanish and/or German Job Description

Responsible to the Head of Faculty for teaching aspects of the role and the Head of House for form tutor role.

The duties outlined in this role description are in addition to those covered by the latest School Teachers' Pay and Conditions document and the Teachers' Standards of 2011. As a teacher at this School you are expected to act in accordance with the ethos of the school at all times, and follow all policies. You can expect to have opportunities to contribute to the growth of the school, and for your professional development to be furthered.

Teacher of French with Spanish and/or German at KS3, 4 and 5

You are required to carry out the duties of a classroom teacher as detailed below:

- To contribute to the development of the curriculum courses and the delivery of the School's Curriculum.
- To plan schemes of work within the area, prepare lessons and maintain a record of work for each teaching group.
- To teach according to the educational needs of the groups allocated and mark all work carried out by those students (if appropriate).
- To assess and monitor students' progress, maintain records and report on the development, progress and attainment of students in accordance with school and curriculum area policy.
- To set homework of a meaningful and appropriate nature, having regard to students' abilities.
- In cases of foreseen absence, to set meaningful and appropriate work for all classes.
- To review from time to time methods of teaching and programmes of work.
- To prepare students for external examinations and participate in internal moderation (if appropriate).
- To take all reasonable steps to maintain good order and discipline among students and monitor their attendance.
- To participate, as appropriate, in meetings at the school which relate to the curriculum, and administration or organisation of the school.
- To safeguard students' health and safety, both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere, alerting the Health and Safety Officer immediately to hazards on site and following risk assessments.
- To participate in the school pastoral system, providing guidance and advice to students and to attend parent/teacher consultation evenings.
- To carry out such duties as may be requested by the head teacher in accordance with school policy.
- To participate fully in the school's arrangements for appraisal.
- To participate, as appropriate, in arrangements for further training and professional development as a teacher.

Teacher of French with Spanish and/or German Job Description continued

Additional Duties

To act as a Form Tutor

Form Tutors are responsible to the Heads of House (four in total). Form Tutors are responsible for overseeing the academic progress and pastoral care of all members of their tutor groups, liaising with parents and overseeing routine administration relating to student welfare. You are required to carry out the duties of a form tutor as detailed below:

- To be the first point of contact for pupils in their tutor group and to play a major part in fostering positive approaches to work, to the school and in the community as a whole.
- To set the tone for the day ahead ensuring a calm, disciplined beginning.
- To support the Heads of House and be a key figure in developing a positive ethos, high standards and a secure environment in which students can flourish.
- To be a key figure in promoting the school's ethos on attendance, punctuality and uniform.
- To develop and maintain an interest in the welfare of individuals and the form group and to establish good relationships and engender a community spirit within the form.
- To deliver the PSHE programme (to include Attendance Weeks) and Citizenship Days
- To set up and maintain positive lines of communication with parents
- To support successful provision and transition of their pupils through participation in related year group and whole school events
- To ensure that students set realistic targets using all available data and to review those targets on in line with school review processes
- To celebrate the achievements of students in their form
- To deliver the tutorial programme

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

Kings Norton Girls' School Teacher of French with Spanish and/or German

Teacher of French with Spanish and/or German Person Specification

ESSENTIAL CRITERIA	
Qualifications and Training	
<ul style="list-style-type: none"> • Relevant Degree • Qualified Teacher status • Evidence of personal and professional development 	
Teacher Experience	
<ul style="list-style-type: none"> • Relevant teaching experience. <p>Applications from those who will be newly qualified in September 2019, or are recently qualified are welcomed.</p>	
Knowledge, Skills and Attitude	
<ul style="list-style-type: none"> • To be, or the potential to be, a highly effective teacher. • Enthusiasm for teaching languages. • An understanding of pedagogy. • A passion for the subjects. • A commitment to ensuring that every student is capable of achieving in languages. • A thorough knowledge of the requirements of the National Curriculum and recent curriculum developments. • An understanding of the strategies required to motivate and enthuse all students to progress in languages as part of a whole school approach to raising achievement. • Ability to implement school and departmental policies. • Understanding of appropriate methods of assessment and record-keeping to monitor student achievement and analyse progress. • Ability to use ICT to enhance teaching and learning . • Excellent inter-personal skills, communication skills and the ability to work within a team, willing to innovate. • Excellent organisational skills. • Ability to meet deadlines. • A commitment to equal opportunities. 	
Other	
<ul style="list-style-type: none"> • Outstanding record of punctuality. • The ability to respond to new challenges. • Potential for further career development and commitment to CPD. • Commitment to the wider life of the school. • A successful enhanced DBS check. 	

Background and Ethos

The School

Kings Norton Girls' School is a highly successful 11-18 comprehensive standalone academy with an excellent reputation in the local area and beyond. The School was founded in 1910 and occupies a leafy twenty-three acre site in one of Birmingham's most pleasant residential areas on the south side of the city. It is a very local school, the vast majority of students living less than a mile away. This has enabled the development of a strong community feel and neighbourhood links. The school breeds a quiet confidence in its students which together with their enthusiasm for learning and their determination to succeed creates a powerful dynamic for continued improvement.

Following its success for many years as a Foundation School we were one of the first schools in the country to become a converter academy in 2011. This gives some indication of the type of school we are, constantly striving for an opportunity which will take us to the next level. We never rest on our laurels or shy away from significant change where it will make the difference we need.

Our Vision: Opening a World of Opportunities

Our Values: Demonstrating respect and courage in order to flourish

Our vision and values are central to all we do as staff, students and governors. We believe before any meaningful learning can take place students should be happy in school. In order to achieve this we aim to:-

- Build a learning community which strives to ensure that each individual is valued
- Develop a collaborative "learning to learn" culture which seeks out and shares best practice
- Cultivate an environment which engenders an excitement about and a passion for learning
- Deliver at all times learning experiences of the highest quality.
- Understand what it means to be and take responsibility as Global Citizens, respecting diversity.



Background and Ethos Continued

School Leadership

The senior leadership team are highly dedicated and committed to the students and staff. Their wisdom, drive and creativity have proved invaluable in driving up standards. The team consists of the Headteacher, two Deputy Headteachers, three Assistant Headteachers and the Business Manager. This is a very well established and forward looking group of colleagues who work closely together with each other and their staff teams to ensure the highest quality standards in all aspects of the work of the school.

Governors are exceptionally supportive yet provide the necessary challenge to help drive standards even higher. They bring expertise from both education and commerce and play an active part in the life of the school. There are two committees within the governing body, one responsible for curriculum and standards and the other for resources which includes finance, environment and personnel. The Business Manager services the Resources Committee.

Our students

There are presently 997 students on roll and the staffing establishment is 119, which includes the Headteacher, 73 teachers and 45 support staff. Team working is strong and we pride ourselves in the quality of our relationships and the tangible mutual respect and care which is in evidence across the school.

The Sixth Form is growing with 102 students in Year 12 and 115 in Year 13. This is due in part to the popularity of the school sixth form especially with internal students, and the changing nature of sixth form provision locally. In addition, in 2015 we had our first intake of boys into the sixth form; numbers here are increasing significantly. This upward trend is something we are determined to continue and we are looking forward to opening a new sixth form block in September 2019. This is a very exciting time for us.

The School is a popular choice and is always well over-subscribed with applications of 750+ for the 160 places in Yr 7 and 230+ for sixth form places. Our catchment this year for year 7 entry is 2.13 km. The School is one of the highest performing schools in Birmingham, and figures nationally amongst the top comprehensives in the country. This summer, the results at GCSE were outstanding with 77% gaining 4+ in English and maths and 59% gaining 5+ in English and maths.



Background and Ethos Continued

Our networks

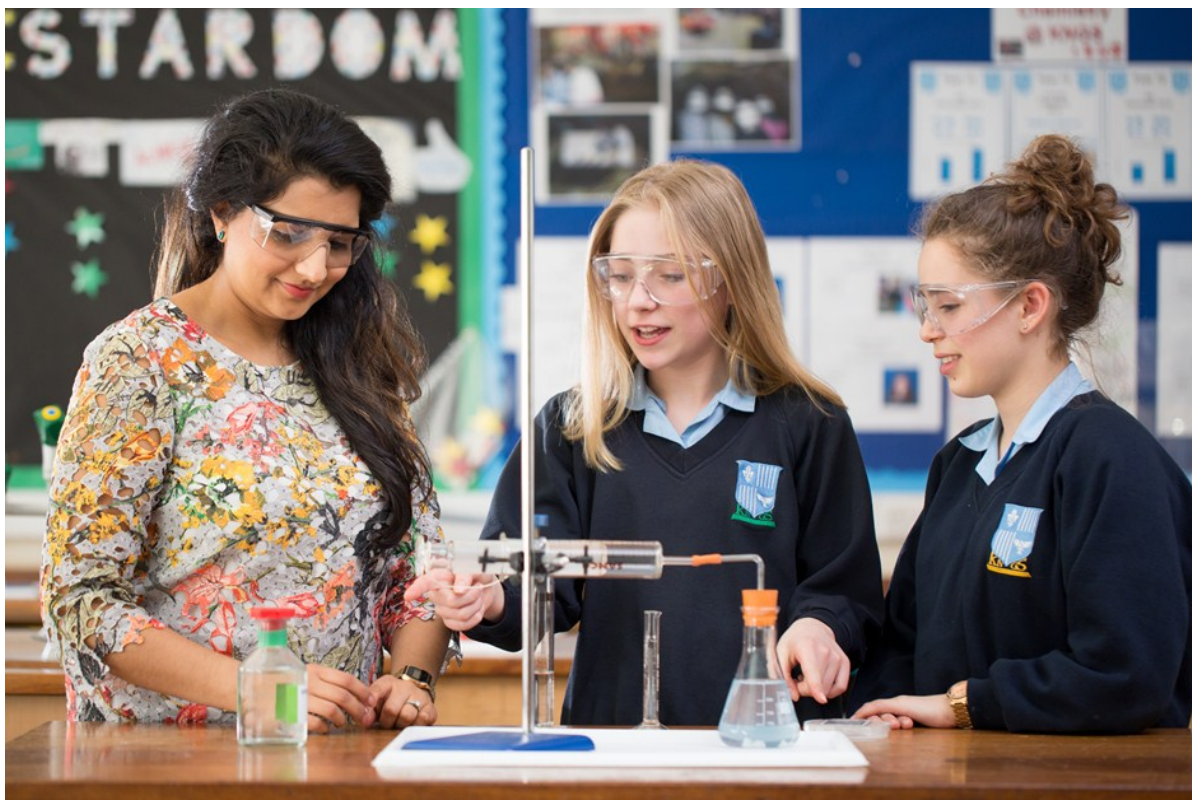
We are a standalone academy but are widely connected locally, working closely with South Network Schools, this brings a richness of collaboration around leadership, curriculum and inclusion. The South Area Network comprises 14 schools and one FE College on the south side of the city. As part of this network the school is involved in developing and delivering on strategies to raise students' achievement. Within this network there is significant support for both teaching and support staff.

As strategic partners in two teaching school alliances, one secondary and one primary, we also play a significant part in the local educational landscape and engage widely in CPD.

Professional Development

Professional development is a significant aspect of life at the school and is integrated into the school week. Staff are encouraged to deepen their subject knowledge and professional skills at all stages of their career. All staff new to the school participate in an induction programme and there is continued support for career growth.

Professionally this is a school with the very highest of expectations but equally is richly rewarding. Staff are friendly, welcoming and supportive of colleagues. Our purpose is to ensure that the students, and the staff, all achieve the highest standards of which they are capable.



Kings Norton Girls' School Teacher of French with Spanish and/or German

Key Facts and Statistics about the School

Type of School	Stand-alone Academy. Non-selective comprehensive girls' school, age range 11-16: Co-educational sixth form post 16.
Location	South Birmingham in the suburb of Kings Norton, West Midlands.
Age range	11—18
Number of students	997
Number of staff	1 Headteacher, Teaching 73, Support 45
Date school established	1910
External recognition	Ofsted rating: Continuing to be Good (July 2018 short inspection); Awaiting section 5 inspection.
Attendance	96.2%
Pupil Premium	Year 7 to 11, 28% : 6th form bursary, 22.6% (2017 figure)
SEN	9.2%
EAL	8.7%

Sixth form expansion

Kings Norton Girls' School has received planning permission to build a new sixth form block, the funding bid has also been approved. Construction will start soon. The following photographs depict the proposed build.



Key Facts and Statistics About the School Continued

Academic Achievements 2018

GCSE Results	<p>% gaining 5+ in English and maths 58.6%</p> <p>% gaining 4+ in English and maths 77.2%</p> <p>English Grade 4 or above: 91.7%</p> <p>English Grade 5 or above: 87.6%</p> <p>Maths Grade 4 or above: 77.9%</p> <p>Maths Grade 5 or above: 58.6%</p> <p>Achieving EBacc: 5+ (37.2%), 4+ (50%)</p>
A Level Results	<p>A* - A all entries: 25% (17.33% in 2017)</p> <p>A* - B all entries: 55% (43.56% in 2017)</p> <p>A* - E: 99.2% (99.5% in 2017)</p> <p>Average grade: B - (C in 2017)</p>
Progress 8	+0.69 2018
University Admissions	<p>78% of students commenced a University course (86% 2017)</p> <p>35% of which secured Russell Group placements (20% 2017)</p>



Kings Norton Girls' School Teacher of French with Spanish and/or German

Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school. We, Kings Norton Girls' School of Selly Oak Road, Birmingham B30 1HW are the 'data controller' for the purposes of data protection law. Our data protection officer is Clare Skinner (see 'Contact us' below). Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. Our workforce privacy notice is available on the Staff Shared/Whole School Documents/GDPR or from our data protection officer.

The personal data we hold: We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data: The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data: We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Privacy notice for job applicants continued

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information: While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data: Personal data we collect as part of the job application process is stored in line with our data protection policy. When it is no longer required, we will delete your information in accordance with our record retention schedule. You can request a copy of our record retention schedule from our data protection officer or via <https://www.kngs.co.uk/wp-content/uploads/2018/06/GDPR-Policy-May-2018.pdf>

Data sharing: We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Transferring data internationally: Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access the personal information we hold about you: Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our data protection officer.

Privacy notice for job applicants continued

Your other rights regarding your data: Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact our data protection officer.

Complaints: We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us: If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Clare Skinner via enquiries@kngs.co.uk or on 0121 675 1305 or in writing to Selly Oak Road, Birmingham B30 1HW