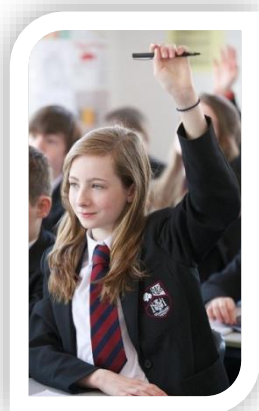
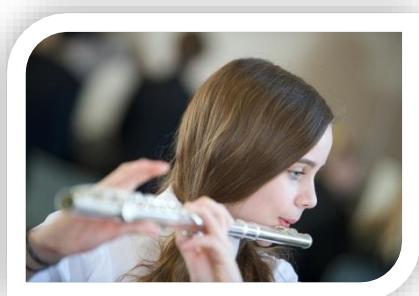




HINCHLEY WOOD

LEARNING PARTNERSHIP

Application Pack Teacher of Modern Foreign Languages (full or part time)



Hinchley Wood Learning Partnership
CEO Mr Ben Bartlett

Hinchley Wood School – co-educational comprehensive secondary, Years 7 - 13
Headteachers – Ms Maria Cachia and Ms Lucy Macdonald

Hinchley Wood Primary School – 3 form entry, Reception to Year 6
Headteacher – Mrs Aisling Hogan



Dear Applicant

**Re: Teacher of Modern Foreign Languages (French and Spanish)
To commence May or September 2022**

Thank you for your interest in joining Hinchley Wood School, within this pack you will find information about the school, subject department and the application process.

If you are a talented, highly motivated practitioner with the ability and enthusiasm to deliver innovative and enjoyable lessons to students, we would love to hear from you. The ideal candidate will have experience teaching GCSE and A Level French.

MFL is a strong and thriving department, staffed by a committed, collaborative and supportive team with student examination results well above national averages. In summer 2021, 96% of the Year 11 cohort achieved Grades 9 – 4 in French and 50% achieved a Grade 9 to 7; 94% achieved Grades 9 – 4 in German and 50% Grade 9 to 7; in GCSE Spanish, 97% achieved a Grade 4 and above and 49% achieved Grades 9 to 7. At 'A' Level, all three language groups achieved positive value added.

Hinchley Wood is an inclusive and high achieving school on the borders of SW London, celebrating student progress and development as well as academic achievement. We are one of the top 200 performing schools in England and Wales in terms of the progress our students make between the end of Key Stage 2 and their GCSEs.

The successful candidate will teach across the age and ability range in this highly sought after 11-18 co-educational academy, with over 1,400 students on roll including 300 in our Sixth Form. You would be joining a supportive, committed and experienced team who work hard to deliver innovative and enjoyable lessons. In return for your hard work you will receive exceptional support and training, and the rewards that come with teaching students who really want to learn.

We are part of a growing multi academy trust (MAT) and currently some of our colleagues teach KS1/2 French at one of our partner schools thus having a very unique experience of teaching students from age 7 years to 18 years, others prefer to focus just on secondary school teaching. This role can be tailored towards the experience and aspirations of the right candidate - we would welcome applications from teachers with an interest in teaching Languages at primary level as much as secondary level up to A Level. As you will see our department is growing and therefore an additional TLR could be available for the right candidate if you are looking to take on a departmental responsibility – please indicate this on your application form.

If you have a strong desire to help students of all abilities achieve the best they can whilst fulfilling your own potential, we would very much welcome your interest. The role would be suitable whether you are an experienced or a newly qualified teacher (ECT), as long as you have a strong desire to help students of all abilities achieve the best they whilst fulfilling your own potential. If you wish to be considered for a part time role please indicate this on your application form.



We offer:

- a competitive salary (London Fringe Pay Scale/dependent upon experience)
- two week autumn half term
- professional development support and an extensive CPD programme
- This role meets the school's priority admissions criteria, enabling any children of the postholder to be considered for priority admission to the school upon commencement of role
- Generous employer pension contributions
- cycle to work scheme and on site gym

If joining as an ECT, Hinchley Wood School would be an excellent start your teaching career with benefits including:

- a successful and comprehensive programme of support
- a dedicated mentor over the first two years of your teaching career
- regular mentor meetings and coaching
- a comprehensive induction programme and a wide range of CPD opportunities
- a paid induction period in July

Please contact us if you have any questions prior to applying or would like to visit the school. Contact details can be found on the last page. Early enquiries and applications are encouraged and we reserve the right to shortlist, appoint and interview prior to the closing date.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check. Staff and governors have also established a code of conduct, included within this pack, which applies to all members of the school community.

I look forward to receiving your application by **the date specified within the advert** at the latest, and appreciate the time taken to consider and apply for this post.

Yours faithfully

Lucy Macdonald
Headteacher

Maria Cachia
Headteacher



Background Information

Hinchley Wood School has a well-established reputation within the area for providing high quality education and excellent public examination results. This success is based on an approach which combines high expectations with sensitivity to students' individual needs.

In September 2011 Ofsted judged the school to be outstanding, highlighting the excellent progress all groups of students make as a key strength:

***“Hinchley Wood is an outstanding school – the students work exceptionally well together in this harmonious and cohesive community, and achieve outstanding outcomes.”
(Ofsted, September 2011)***

In Summer 2021, 94% of pupils achieved 5 or more GCSE level grade 5 or above including English & Maths. This is an excellent result achieved during an extremely challenging year. At A Level, our students achieved 100% pass rate with 81% of students achieving A*-B grades and 94% achieving A* - C. The majority of our leavers have gone onto higher education.

Well qualified and experienced staff work together to make this school a successful and happy community. We offer a rich, varied and stimulating curriculum as well as high class purpose built accommodation.

Particular importance is placed on recognising and rewarding individual achievement. Students are actively encouraged to participate in a wide range of artistic and sporting activities; many gain recognition at local and national level for their achievements. We have an enthusiastic and effective school council, a very active school sustainability group and a long-standing and popular tradition of student involvement in charity and community work.

We were one of the first schools in the country to be designated a Music College and to set up an education trust for the benefit of students. Trustees include representatives from local and international businesses, a university, a national charity and a local arts charity to help develop the creative potential of all students. In February 2012 the school acquired academy status. All of these initiatives have enabled us to offer a much wider range of learning opportunities to students.



Our effectiveness is dependent on developing good relationships with students and parents; the respect shown between staff and students is regarded as a particular strength of the school.

***“There is a highly positive ethos of behaviour for learning and achievement”
(Ofsted, September 2011)***

In July 2019 our status changed to become a multi academy trust. The Hinchley Wood Learning Partnership was formed and we welcomed Hinchley Wood Primary School into the Partnership in October 2019.



Location



Hinchley Wood is located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. Surbiton, with regular fast rail links to London is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.

For more information regarding Hinchley Wood click on this link: <http://hinchleywood.org.uk/>



HINCHLEY WOOD SCHOOL
INSPIRING LEARNERS

Mission Statement:

‘Committed to sustainability – caring for ourselves, each other, the environment and the future.’

...in order to take on the challenges of an ever competitive and changing world. All students will develop creative and entrepreneurial skills, be financially aware and able to use technology in all aspects of their lives. They will take an interest in and contribute to a wide range of creative, artistic and sporting activities.



Vision

To inspire all students to be ...

Confident

Have self belief, communicate clearly in any situation

Considerate

Respect others' views and values

Determined

Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic

Willing to learn from mistakes and maintain a positive outlook

Independent

Take responsibility for themselves and their learning



Extract from the Staff Code of Conduct

Our Code of Conduct sets clear guidance on the standards of conduct and behaviour expected from all staff at Hinchley Wood Learning Partnership (HWLP). The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of behaviour and minimise the risk of inappropriate conduct occurring and to safeguard staff and pupils.

School staff are in a unique position of trust and influence as role models for pupils and other staff. Therefore, all staff must adhere to behaviour that sets a good example to all members of the school community. Staff have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and the work setting.

CORE PRINCIPLES

The welfare of pupils is paramount and all staff should always act, and be seen to act, in each child's best interests.

Staff should work, and be seen to work, in an open and transparent way. All staff working within HWLP are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

As part of the School's positive safeguarding culture, staff must have a regard for the need to safeguard children's well-being in accordance with statutory provisions. All staff should know the name of the overall Designated Safeguarding Lead (DSL), and must be familiar with child protection arrangements and understand that they have a responsibility to speak up immediately about safeguarding and welfare matters within the school, and to external agencies where necessary, to safeguard and protect pupils.

PROFESSIONAL BEHAVIOUR AND CONDUCT

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Hinchley Wood Learning Partnership expects staff to treat each other, pupils, parents/carers and the members of the wider community with dignity and respect at all times. All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are given the highest priority.
- Staff must have regard for the ethos and values of the Hinchley Wood Learning Partnership and must not do or say anything which may bring the School or Trust Board into disrepute.
- Staff should act in accordance with the school's policies and procedures at all times.



Department Information

About Us

The Modern Foreign Languages Department is a dynamic, enthusiastic, and forward-looking team of eight teachers and three foreign language assistants. We are a strong team that strives to enthuse and inspire our students in their learning of Languages and provide each student with the absolute best experience of learning a language. All teachers and assistants work together as a team, meeting regularly to share ideas and resources, with the aim of motivating students and raising standards. We are a department that is engaged in the latest developments in Languages teaching and we are proud of our drive to keep developing and enriching the Teaching and Learning of Languages.

Within the department, there is a Head of Modern Foreign Languages, a Coordinator of KS4 and there is potential in the future for further TLR roles. Languages teachers are encouraged to teach across the Key Stages and are offered training to help them develop professionally. All new members of staff follow a comprehensive induction programme.

As Hinchley Wood School is part of a growing Multi Academy Trust, we are incredibly pleased to be teaching French to KS1 and KS2 at the neighbouring Hinchley Wood Primary School. Currently four teachers within the department teach French there, in addition to teaching at the Secondary School.

The department is accommodated on the first floor of the main building of the school. There are six MFL classrooms, access to ICT suites and a Modern Foreign Language office. Each classroom is fully equipped with its own computer, visualizer and interactive whiteboard.

Our Aims

We passionately believe that every young person should be given the opportunity to develop their potential in at least one Modern Foreign Language and should learn to appreciate other languages and cultures. The Department currently offers French, German and Spanish in all Key Stages. We also do our best to support students with 'community' languages to gain a qualification in these languages.

Languages

All students at Hinchley Wood study two Modern Foreign Languages. In Year 7, students are currently taught French in mixed ability form groups. At the start of Year 8, students take up an additional language either German or Spanish, which they learn alongside French until the end of Year 9.

In Years 10 and 11 students can opt to continue with French, German or Spanish at GCSE Level and can opt for two languages. Approximately half the KS4 cohort opt for at least one language and a steady number of pupils are opting for two languages at GCSE. In Key Stage 4 students are prepared for the AQA GCSE in French, German or Spanish. In Key Stage 5 students take the AQA 'A' Level in French, German or Spanish.

Visits/Cultural Links/Extra curricular opportunities

The Department offers a wide range of extra-curricular opportunities and has two thriving exchanges to Germany and Spain. Our exchanges to Germany and Spain are extremely popular and have been highly successful in enhancing our students' learning experience and inspiring them to continue and develop their language learning.



Other opportunities include:

- 'Languages Week' in September, including a language festival celebrating the many languages at Hinchley Wood School
- Regular KS3 competitions, for example European Bake Off, Art inspired competitions and many more
- Year 9 Language Leaders Programme: students take the initiative and organize Language Clubs for younger year groups and teach primary students
- KS3 and 4 Spanish Exchange for Years 9 and 10
- KS4 German Exchange for Years 10 and 11
- German and Spanish Theatre performances
- BFI Film Trips for A Level
- Year 12/13 University/Theatre trips

Staff List 2021/22

Ms Feroza Bakharia	Head of Modern Foreign Languages Coordinator KS3 & KS5 Teacher of German and French
Mr Lucien Soyer	MFL Coordinator KS4/Teacher of French and Spanish
Mrs Anna Martin	Assistant Head/Teacher of Spanish and French
Mrs Charlene Oozeer	Teacher of German and French
Mrs Nancy Oliveira Serrao	Teacher of Spanish and French
Ms Julia Michels	Teacher of German and French
Mrs Silke Johns	Teacher of German and French
Mrs Astrid Liedtke	MFL Assistant (German)
Mrs Marina Ingram	MFL Assistant (French)
Ms Maria Denari	MFL Assistant (Spanish)



JOB DESCRIPTION - TEACHER

Line of Responsibility: The teacher is directly responsible to the head of department on curriculum matters and the head of learning for pastoral issues.

Salary: The post holder will be paid on the appropriate point of the Teacher's Pay Scale.

At the heart of a successful school is the provision of high quality teaching and tutoring, the effective use of resources, improving standards of achievement for all students and the promotion of students' personal development and well-being. A teacher/tutor plays a key part in this provision by a commitment to the school's ethos, by working effectively in subject and tutor teams and by delivering high standards of teaching and learning and personal care.

Job Purpose

To teach and tutor students across the full age and ability range in order to ensure the highest possible standards of achievement, personal development and well-being. The post holder will continue to meet, maintain, and build upon, as appropriate:

- Teacher Standards
- Induction Standards
- Threshold Standards

All teachers are expected to:

Teaching

- Consistently plan and deliver good lessons taking account of students' prior learning and needs.
- Provide a stimulating classroom/learning environment.
- Work closely with Learning Support Assistants, the Learning Support Department and the Achievement Co-ordinator to meet the needs of different groups of learners in particular SEN students and those who have been identified as potential high attainers (PHA).
- Use a wide range of resources, including ICT, to good effect.
- Provide intervention for under-performing students.

Assessment

- Give timely, positive, helpful feedback to students.
- Understand and utilise the principles behind Assessment for Learning.
- Complete reports to a high standard and within the specified deadline.
- Regularly assess and mark students' work in line with the school and departmental guidelines.

Tutoring

- Actively monitor student's progress and provide support where needed.
- Encourage students' self-development and personal expression through PSHE and tutor time sessions.
- Complete relevant tasks to a high standard, including taking of the register and completion of absence returns.



Professional development and wider contribution to the school community

- Proactively engage in continuous professional development to reflect on and improve your teaching repertoire.
- Contribute to working groups, policy development and initiatives where appropriate.
- Participate in arrangements for the appraisal and review of own performance and, where appropriate, that of other teachers and support staff.
- Contribute to the life of the community, particularly by leading and contributing to extra-curricular activities.
- Attend parents' evenings and other meetings/workshops as appropriate.

General well being /safeguarding

- Adhere to the school code of conduct.
- Promote the safety and well-being of students.
- Register, start lessons and tutor periods on time and purposefully engage students for the duration of the period.
- Commit to safeguarding and promoting the welfare of children and young people.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder to meet changing regulations or circumstances.
- All staff members participate in the school's performance management scheme.



PERSON SPECIFICATION - TEACHER

Qualifications

Essential	Desirable
<ul style="list-style-type: none">Qualified teacher status	<ul style="list-style-type: none">Commitment to continuing professional development

Experience

Essential	Desirable
<ul style="list-style-type: none">Have met the Teacher Standards and continue to meet them.Have a secure knowledge and understanding of own subject/curriculum area.Evidence of taking responsibility for own professional development.Evidence of good teaching skills, leading to consistently high standards of achievement.Knowledge of current developments in teaching and learning.	<ul style="list-style-type: none">Experience of teaching a second subject.Experience of using ICT for subject development.Understanding Experience of personal involvement in the wider curriculum.Evidence of leading high quality extra-curricular activities.Evidence of working with other professionals as part of a team. Experience of teaching across all Key Stages.

Knowledge/Skills (Ability to)

Essential	Desirable
<ul style="list-style-type: none">Develop a broad and imaginative range of teaching skills.High-level communication and presentation skills applicable to a range of audiences.Think creatively and imaginatively to solve challenges.Make effective use of assessment for learning in the classroom.	<ul style="list-style-type: none">Knowledge of how to use and adapt a range of teaching, learning and behaviour management strategies including how to personalise learning to provide opportunities for all learners to achieve their potential.

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none">Enthusiasm for the subject and a desire to communicate that to others.Commitment to running and leading extra curricular activities, where appropriate.Commitment to the highest standards of child protection.Enjoy working with young people.Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy.Ability to prioritise, plan and organise own work and that of students.Effective interpersonal skills.Self-motivated and a desire to achieve the highest possible standards.	<ul style="list-style-type: none">Involvement in creative and innovative teaching developments.Willingness to take on delegated responsibility.Ability to build on the experience, advice and contribution of others.



Why join Hinchley Wood School?

Hinchley Wood School offers a positive and innovative learning ethos supported by students, staff, parents and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support, we offer:

- Complimentary tea and coffee every day and a fully equipped and pleasant staff room.
- Parking on site
- Early finish to the school timetable on Fridays.
- Free lunch and refreshments on INSET days.
- Free lunch for colleagues if they are staying later to attend parents' evenings.
- Free use of our on-site gym before and after the school day.
- Two week Autumn half term
- A minimum two week break over the Christmas period.
- Time off for celebration of close family events eg child's nativity play, graduation etc.
- Every Colleagues Matters – a group to represent and discuss staff matters.
- A supportive Staff Association which covers a range of events including provision of end of term food and drinks and sending small gifts to colleagues at times of celebration or loss.
- Concessionary/franked postage rates at Christmas for staff and the school can be used as a delivery point for online personal purchases.

Job Satisfaction and Progression

HWS has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and have established excellent staff:student working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom and corridor decoration, Premises, ICT and Science Preparation Room and Curriculum offices.

Early Careers Teachers' programme

We have a programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions and NQT support network.

CPD

We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff and mutual support between teaching and associate staff to ensure effective teaching and learning and the best outcomes for our students.

Staff have opportunities to work on cross curricular projects with students and colleagues, and this is actively encouraged.



Wide range of educational visits and extra-curricular activities

Staff are able to assist on a number of day/residential visits to extend their own experience and support students' personal growth and also encouraged to get involved in extra curricular clubs. These have included:

- Trips as part of curriculum enhancement eg New York
- Skiing
- Duke of Edinburgh – Bronze, Silver, Gold
- World Challenge trips
- Combined Cadet Force
- Various sports clubs including tennis, hockey, football, rugby, netball and athletics.

Secure School Finances

In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- Cost of living pay rise approved each year to date
- Performance Related Pay outcomes funded

Part of a growing Multi Academy Trust

- Opportunity to work across different education phases with the Multi-Academy Trust.

Other Benefits include:

- For staff employed at HWS, priority admission for children of all permanent postholders after 2 years' service, or upon commencement for designated roles, identified at time of recruitment advert.
- Employee Assistance Programme – available to staff and their immediate family
- Membership of either of the following pensions schemes, including a generous employer contribution;
 - Teachers Pension Scheme
 - Local Government Pension Scheme
- Cycle to Work salary sacrifice scheme.
- Access to Teacher Perks (www.teacherperks.co.uk) offering great perks to staff in schools. The perks range from high street discounts to money off educational products and services from some great UK education suppliers.
- Reduced rates at local service providers.
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.



The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

HR Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

For further information please contact Heather Morey on 020 8398 7161 or via email hr@hinchleywoodschool.co.uk

We are committed to meeting our data protection obligations and for information on how we collect, use, share and store your data within the recruitment process please click [here](#)

Hinchley Wood School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

