



CHANNING SCHOOL
Information Pack for Candidates

Teacher of German & French
Full Time/Part Time (4 days)

from September 2024



Information about the post for candidates

The School

Awarded 'Excellent' in all areas inspected by ISI in 2022, Channing School is summed up by its vision, 'Girls Enjoying Success'.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.



Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe, supported by Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, has been known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community.

Academic achievement

Academic results are excellent – GCSE and A Level results details consistently place us amongst the top schools in the UK. All our sixth formers go on to University, drama school or Art Foundation courses, some after a gap year. Girls also excel in a very wide range of co-curricular and extra curricular activities, and especially in Music, Drama, Sport and Art.

Community spirit

The Headmistress and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive Parents' Association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.

Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious £13m building programme, completed in 2017, has provided us with excellent dining facilities, a Music School, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre.

Modern Languages at Channing

We require a well-qualified and experienced Teacher of German & French to join our successful and ambitious Modern Foreign Languages department from September 2024. The successful applicant will be able to teach German to A Level and French to a minimum of KS3.

French, German and Spanish are all taught to A level and candidates are prepared for Oxbridge entrance every year; the department is one of the largest in this academically selective school. There are currently

two full time members and seven part time members of the MFL department, all of whom teach two languages. In addition, there are assistants for Spanish, French and German who provide conversation practice in small groups for Year 10 and 11 pupils and one to one sessions for Sixth Form students.

All pupils have a free choice of French, German or Spanish on arrival in Year 7 and add a second MFL in Year 8. All pupils take at least one modern foreign language to GCSE (AQA) and many continue with a second language.

Results at every level are excellent. There is a good take-up for languages at A level, where all three languages follow the Pearson syllabus. All departments are encouraged to incorporate use of the Internet, interactive whiteboards and subject-specific software into their schemes of work. All pupils have an iPad or Chromebook.

Groups are encouraged to make theatre and cinema visits whenever relevant. All pupils take part in an internal Modern Languages poetry competition every year, and there are regular visits and exchanges. Sixth formers are likewise encouraged to attend courses, undertake work experience and/or stay with families abroad.

Teachers are expected to keep abreast of developments in their subjects, teaching methods, and attend meetings and in-service courses by arrangement with the Head of Department and Deputy Head. It is also hoped that use will be made of any opportunities for inter-departmental initiatives and co-operation.



Job Description - Teacher of German & French

All staff are responsible, in every aspect of their work, for implementing and promoting the school's core values of courtesy, care and consideration for everyone in our community. Equally, we all have a responsibility to make sure that each girl is challenged and extended, so that her education is a fulfilling and a satisfying experience for her.

Subject teachers are responsible for:

- lesson preparation, assessment, record keeping and the setting and marking of appropriate homework, in line with departmental policy and schemes of work
- delivering the subject in a manner which is effective and appropriate to the class, taking into account the needs of all its members, including those with special education needs
- adopting and reinforcing appropriate health and safety procedures
- expecting and maintaining a high standard of work, punctuality, good discipline and order and general courtesy from girls at all times and leading by example
- alerting the Head of Department, Form Tutor and Section Head as appropriate if there is cause for concern about a girl's behaviour or academic progress
- assisting, as requested by the Head of Department, in the preparation and marking of internal examinations, and in the administration, invigilation and assessment of public ones, including the entrance examination, as appropriate
- contributing to the department's programme of self-evaluation and its drive towards improvement by taking a full part in INSET opportunities of all kinds
- keeping clear records of girls' attendance in lessons
- setting appropriate work for classes during absence, where possible
- completing any reports/grade-sheets/reference-requests punctually, both external and internal
- attending INSET, departmental and staff meetings, parents' consultation meetings and any other similar meetings requested by the Head
- taking a full part in the department's programme of outings and activities, organising them and/or acting as escort if the Head of Department so requires
- treating school equipment and resources with care and reporting any problems immediately to the Head of Department/support staff/Bursar, as appropriate
- covering lessons for absent colleagues
- undertaking such other duties as the Head may reasonably request

Person Specification – Teacher of German & French

It is essential that in your written application you give evidence of examples of proven experience in each of the criteria listed in the Person Specification.

Experience / Knowledge

- A degree or equivalent qualification in German and French, with appropriate training and experience
- A commitment to enable students of all abilities to realise their potential
- The ability to foster a genuine spirit of enthusiasm for German and French

Skills and Abilities

- Ability to teach German to A level and French to a minimum level of KS3 is essential. Ability to teach French to GCSE and A level would be desirable.
- Evidence of good classroom practice and excellent teaching in a wide range of year groups
- Evidence of successful differentiated teaching and participation in curriculum development
- Ability to work as a team member and to form good working relationships with colleagues
- Good communication, organisational and administrative skills
- Ability to meet deadlines and show good attention to detail
- Ability to manage students firmly, fairly and effectively
- Good personal presentation
- An excellent record of attendance and punctuality
- A commitment to extracurricular activities

Attributes

- Initiative and self-motivation
- Proactive and flexible working approach
- A robust constitution and high energy levels

Applications

Applications are to be made via **TES.com using the Channing School application form**. A CV will not be accepted in place of the completed application form. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed.

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months. If you are unable to submit your application via TES please email it to recruitment@channing.co.uk

Deadline for applications: Wednesday 21 February at 9am

Interviews: Thursday 29 February 2024

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. In line with our Recruitment Policy, all shortlisted candidates will be subject to online searches including social media. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.