



HINCHLEY
WOOD SCHOOL
INSPIRING LEARNERS

Application Pack

Languages Assistant - German

To join as soon as possible



Hinchley Wood School
Co-educational Comprehensive Secondary, Years 7 - 13
Headteachers – Ms Maria Cachia and Ms Lucy Macdonald

Part of the Hinchley Wood Learning Partnership



December 2023

Dear Applicant

Re: Languages Assistant - German

To start as soon as possible

Approximately 5 hours per week (across two days), term time only - 38 weeks per year

Fixed Term Contract to 31st August 2024, initially – likely to be extended.

£15.82 per hour

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.

We are currently looking for someone with excellent German language skills and able to enhance students' learning and confidence through a greater understanding of the language and culture. Key duties will include supporting identified students in a range of settings including working 1:1 and small groups.

A positive and flexible approach is essential. Other qualities required include patience, excellent communication and motivational skills, and being able to work as part of a supportive team building good relationships with colleagues and students. If you feel you can help students achieve the best they can we would very much welcome your interest.

The pattern of hours will be agreed with the successful candidate, term time only.

Hinchley Wood School is an 'Outstanding' (Ofsted, 2023), inclusive and high achieving school on the borders of South West London. Oversubscribed each year, we have 1,355 students on roll including 253 in our Sixth Form. We are one of the top 100 performing schools in England and Wales in terms of the progress our students make between the end of Key Stage 2 and their GCSEs. Hinchley Wood School has been ranked 18th in the Sunday Times Top Comprehensive Schools (2023). Our Progress 8 figure is significantly positive year on year; +0.9 in 2023 has put us in the top 4% of schools nationally.

Ofsted Report:

We are proud to report that in October 2023, Hinchley Wood School was graded by Ofsted as 'Outstanding' in all areas. Please click on the links below to read the official Ofsted report and the November Newsletter, which provides a more detailed summary of the feedback the school received.

[Ofsted Report – October 2023](#)

[Hinchley Wood School Newsletter – November 2023](#)

We take staff and student wellbeing seriously and have invested time and money in ensuring that all members of our school feel supported and happy. *"Leaders are considerate of staff workload and well-being."* (Ofsted, 2023).

We offer:

- a competitive salary (London Fringe Pay Scale);
- professional development support;
- two-week autumn half term;
- early close to students at 1.30pm on Fridays; and
- Free use of onsite gym outside of school day.



The deadline for applications is Monday 8th January (9.00am)

Visits to the school, prior to application, are encouraged and you will be warmly welcomed (Christmas holiday dates are 21st December to 5th January). Please get in touch by calling the HR department on 0208 398 7161 or via email: hr@hinchleywoodschool.co.uk

We really look forward to hearing from you and meeting you very soon.

Yours faithfully

Lucy Macdonald
Headteacher

Maria Cachia
Headteacher

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.



Background Information

Hinchley Wood School, part of the Hinchley Wood Learning Partnership, 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 October 2023 Ofsted judged the school to be Outstanding, highlighting the strong culture of learning as a key strength:

“There is a strong learning culture across the school. Pupils develop a deep body of knowledge. This is reflected in external examination results, which are consistently well above the national average.”

(Ofsted, October 2023)

In Summer 2023, both GCSE and A Level results were excellent. At GCSE 86% of pupils achieved 5 or more GCSE level grade 4 or above, 85% of students achieved 5 or more GCSEs including at Grade 4 or above in English & Maths. 88% of students achieved at least a Grade 4 in English and Maths. 89% of all grades were Grade 4 or above (68% nationally). 37% of all GCSE grades achieved were grades 7 to 9. 22% of all grades were Grade 8 or 9, and includes 155 Grade 9s, which is 9% of all grades.

At A Level, 36% of all A level grades achieved were at A/A* - matching the 2019 record. 45 A* grades (10% of all entries) – beating the 26 A* grades in 2019. 70% of all grades achieved were at A*-B – matching the 2019 record and 88% of all grades achieved were at A*-C. 99.6% of grades were A – E and overall average point score per entry was 39.9%, equivalent to a Grade B. These excellent results are all the more remarkable given that the DfE and Ofqual wanted a return to pre-pandemic grades meaning grades were expected to be lower than previous years and similar to grades in 2019.



“The curriculum extends beyond the academic and actively fosters pupils’ personal development. Leaders have ensured that all pupils have access to a wide-ranging and rich set of experiences.”

(Ofsted, Oct 2023)

Hinchley Wood Learning Partnership (Multi Academy Trust)

In July 2019 our status changed to become a Multi Academy Trust and the Hinchley Wood Learning Partnership was formed. We welcomed Hinchley Wood Primary School into the Partnership in October 2019 and more recently Thames Ditton Junior School on 1st November 2022. The CEO of HWLP is Ben Bartlett.





HINCHLEY WOOD SCHOOL
INSPIRING LEARNERS

Our Vision

- All students and staff to be happy and proud of being a part of the HWS community;
- A supportive, inclusive, safe, kind and caring school with our HWS values central to all that we do;
- High expectations of all;
- Clear, predictable and fair systems of running the school;
- An exciting and broad curriculum which fosters enthusiastic learning and inspires learners;
- Successful outcomes which allow students to go on and do what they want to do.



Headteachers: Lucy Macdonald and Maria Cachia

Our Values

Our culture is built around our HWS values and ethos which set high expectations for all members of our school community.

“Pupils embrace the school’s values of determination, independence, enthusiasm, confidence and consideration. The curriculum extends beyond the academic and actively fosters pupils’ personal development.” (Ofsted, Oct 2023)

The value that we place on our staff cannot be overstated – they allow this vision to come off the page into reality. Their knowledge, skills and positivity are what makes Hinchley Wood such an excellent and vibrant school. To really see this vision in action take a look at our newsletters on the website and you will see what happens every day in our school – all made possible by staff who are committed and enthusiastic and by students who display positivity, a willingness to learn and try new things. Whatever a child’s strengths, starting points or interests, we aim for them to fulfil their potential, to enjoy school and to know that they are part of a caring community where they matter and where they are valued.



The Modern Foreign Languages Department

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



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- Regular KS3 competitions, for example European Bake Off, Art inspired competitions and many more
 - Year 9 Language Ambassadors 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
 - GCHQ Languages presentation and event
 - BFI Film Trips for A Level
 - Year 12/13 University/Theatre trips



JOB DESCRIPTION – LANGUAGES ASSISTANT

Line of Responsibility:	Head of MFL
Functional Relationships:	MFL teaching team
Salary:	Scale Point 17

Job Purpose

- To support teaching staff with the effective delivery of teaching in specified languages: Spanish, French and/or German by enhancing the students' learning experience through a greater understanding of the language, and within the context of the culture and knowledge of the country.
- To support access to learning for identified students under the direction and guidance of the line manager in order to maximise achievement, while encouraging independence

Job Specification

- To enhance the learning experience for students by working alongside them to increase their understanding of the specific country and culture, and progress in learning the language.
- To support classroom teaching in undertaking exercises in speaking, pronunciation, writing and comprehension skills in order to increase students' confidence and attainment in the language.
- To support a specific student or group both within the classroom and to withdraw with student/s from class, as required by class teacher, to support the implementation of planned work programmes.
- To help prepare students for examinations, both oral and written.
- To motivate and encourage students, and help them to develop their self-esteem, interaction and confidence in the language.
- To liaise with line manager and appropriate teaching staff to ensure support is targeted, effective and efficient and be flexible to the varying needs of each supported student.
- To establish and maintain good relationships with all students, colleagues and other professionals.
- To act as a role model, setting high standards and expectations.
- To prepare appropriate materials and resources, for use in the classroom and within the department.
- To utilise ICT effectively to support learning activities.
- To maintain records of supported lessons including student progress, achievement and problems, and provide verbal and written feedback as required.
- To assist in escorting students on educational visits and participate in extra-curricular activities as required.
- To attend relevant meetings and training sessions.
- To understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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 safeguarding and child protection matters.



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- 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.
 - All staff members participate in the school's performance management scheme.



PERSON SPECIFICATION – LANGUAGES ASSISTANT

Qualifications & Experience

Essential	Desirable
<ul style="list-style-type: none">• Studied to a minimum standard of GCSE (grade A*–C) or equivalent in native country, in English.• Fluent speaker in German, Spanish or French.• Experience of working with children/young people• An understanding of the importance of language learning in the curriculum and an enthusiasm to support the teaching process.	<ul style="list-style-type: none">• First Aid Qualification• Native of Germany or studied to degree level in German.• Experience of supporting secondary school age students.

Knowledge/Skills (Ability to)

Essential	Desirable
<ul style="list-style-type: none">• Ability to build and form good relationships with students and colleagues Ability to relate well to and motivate young people.• Good verbal and written communication skills appropriate to the need to communicate effectively with students, colleagues and other professionals.• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.• Good standard of literacy skills.• Ability to absorb and understand a wide range of information.	<ul style="list-style-type: none">• Ability to use ICT software packages and equipment effectively to support learning.• Working knowledge of behaviour management strategies.• Understanding of child development and learning principles.• Knowledge of requirements regarding curriculum delivery and learning strategies

Personal Qualities

Essential
<ul style="list-style-type: none">• A diplomatic and patient approach.• Able to deal appropriately with confidential information/situations.• Able to follow direction and work in collaboration with line manager.• Able to work flexibly to meet deadlines and respond to unplanned situations.• Efficient and meticulous in organisation.• Initiative and ability to prioritise one's own work.• Desire to enhance and develop skills and knowledge through CPD.• Commitment to the highest standards of child protection and safeguarding.• Recognition of the importance of personal responsibility for health and safety.• Commitment to the school's ethos, aims and its whole community• Recognition of the importance of personal responsibility for health & safety.



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.

“Leaders are considerate of staff workload and well-being. Staff are proud to be part of the school.”

(Ofsted, Oct 2023)

We offer:

- Two week Autumn half term and a minimum two week break over the Christmas period
- Advance notification of confirmed term dates
- Early finish to the school timetable on Fridays
- Recognition of previous maintained school or Academy continuous service.
- Free use of our on-site gym before and after the school day
- Cycle to Work salary sacrifice scheme
- 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
- Membership of either of the following pensions schemes, including a generous employer contribution:
 - Teachers' Pension Scheme
 - Local Government Pensions Scheme
- Occupational Health Support
- Employee Assistance Programme – 24 hour confidential advice service, available to staff and their immediate family
- A paid day off each year to deal with personal matters or to celebrate close family events ('A Personal Business Day')
- Staff Referral Scheme for introducing successfully recruited employees to Hinchley Wood School (£100 gift card)
- Every Colleagues Matters – a group to represent and discuss staff matters

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.

“Relationships forged between staff and pupils are rooted in an atmosphere of mutual support.”(Ofsted, Oct 2023)

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 ECT support network.



Continuous Professional Development

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 are encouraged to get involved in extracurricular clubs. These have included:

- Trips as part of curriculum enhancement e.g. 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:

- Reduced rates at local service providers.
- Free or heavily subsidised flu vaccinations for all staff.
- Access to My Staff Shop (www.mystaffshop.co.uk) offering great local and nationwide discounts/savings to all staff across a wide variety of areas from retail and entertainment to holidays.
- Onsite parking
- Free lunch and refreshments on INSET days
- Free lunch for colleagues if they are staying later to attend parents' evenings
- Complimentary tea and coffee every day and a fully equipped and pleasant staff room
- 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.



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 and the school is less than 5 minutes from the A3. Hinchley Wood railway station offers a regular service to London Waterloo and Guildford (via Cobham).

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town and excellent regional shopping centre, with extensive venues such as a multiplex cinema, leisure centre and a large selection of bars, restaurants and nightclubs. 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. The K3 bus service links the school to Surbiton, Kingston and Esher.

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



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.



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 Jo Rogers 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 Learning Partnership
CEO Mr Ben Bartlett

Hinchley Wood School
Headteachers – Ms Lucy Macdonald and Ms Maria Cachia

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

Thames Ditton Junior School – 3 form entry, Year 3 to Year 6
Headteacher – Mr Matthew Lewis