

RESIDENT LANGUAGE ASSISTANT (FRENCH)



Information for Candidates



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Introduction from Ruth Sullivan, Headmistress

Working at Sherborne Girls is an exciting opportunity. As a full boarding school we are able to offer a varied and creative academic curriculum supported by a full co-curricular programme. We place a great deal of importance on appointing the right staff, and we look for those who are able to make a genuine difference to the lives of our students. We are fortunate to be able to attract a high calibre of staff to our wonderful school. We really value the contribution made by all our teachers and support staff and in turn we offer a full programme of continuous professional development tailored to individual needs.

We are privileged to work in the attractive market town of Sherborne, which includes a beautiful Abbey, is steeped in heritage and has good connections by road and rail. We work closely with the other schools in Sherborne, particularly Sherborne (boys) School, to make this a unique educational experience.



Most of all we are proud of our girls, who leave us as at the end of their time at Sherborne as adaptable, courageous, compassionate and curious young women.

If you would like to be part of this thriving community then we would love to hear from you.

Ruth Sullivan, Headmistress

Sherborne Girls

The School

Sherborne Girls is an independent, full-boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.

Neighbouring Schools

There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne School and The Gryphon School. A Level courses are available for our Sixth Form of over 180 girls.

Boarding

The boarders live in seven purpose-built houses: one for Years 7 and 8, five mixed-aged houses for Years 9 to 12, and an Upper Sixth House. Each house has a pastoral team comprised of a teaching Housemistress or Housemaster, resident and non-resident tutors and matrons. Girls eat in their houses and the Personal Tutor system is house-based.

Academic Achievement

We are proud of our academic achievements and strive to give all our students the best opportunities for them to develop their unique potential. The curriculum is enriched by appropriate use of technology, an extensive co-curricular programme, a range of study days and external trips. However, our aims are broader than just to achieve excellent examination results, and although our pupils make progress significantly above expectation, we also want them to develop independence and other life-skills, talents and interests, along with respect for one another.



Development

In the last five years, we have implemented our strategic vision, resulting in the building of a new Science Centre, a new Boarding House for Years 7 and 8, and the refurbishment of most academic spaces within the school. The recent opening of our new Arts Centre has given the school enviable facilities for music and the arts; this will soon be coupled with an exciting renovation of the drama department to create new studio and rehearsal spaces. Boarding accommodation is being upgraded and there has been a reorganisation of pastoral staff in the boarding houses.

School Aims

- Full boarding – To deliver the highest standard of boarding provision through exceptional facilities, resources, care and experiences
- Culture of ambition – To engender a culture of excellence in all aspects of school life and with all members of the community
- 21st century women – To nurture and inspire a vibrant community of fulfilled, inquisitive, confident women who are thoroughly prepared for higher education and their future lives, with the desire to make a difference
- Community – To continue to grow both collaboration and communication with the wider community
- Leadership & Management – To provide value through high quality, sustainable resources with effective and responsible governance, leadership and management.

The Department

Sherborne Girls is proud of its global perspective which sits central to our school vision:

To be the leading full boarding girls' school for all-round personal development and academic fulfilment, and to create a community of empowered learners who will be an influence for good in a challenging world.

There are strong links with Sherborne School and The Gryphon Academy especially for joint INSET and co-curricular enrichment opportunities.

As far as is practicable, pupils are grouped according to their proficiency and/or prior learning of the languages they study at KS3 and KS4. All pupils entering the L4 (Year 7) may study French or Spanish. Pupils choosing to study French, Spanish, German or Mandarin in L5 (Year 9) may study these languages ab initio, but where there has been prior learning of these languages, we attempt to group pupils accordingly so that they can build on their current knowledge.

Currently pupils in KS4 follow the new AQA GCSE specification in French, Spanish and German and the Edexcel IGCSE specification for Mandarin. In the Sixth Form, pupils may choose between A Level options in French, Spanish, Italian and German. Mandarin is also available in the Sixth Form to pupils with an appropriate background in the language. DELF, DELE, PLIDA, Goethe and HSK preparation lessons are offered as an enrichment option to pupils in the Sixth Form.

As a department, we believe in offering our pupils opportunities to experience and enjoy modern languages outside lessons. We offer pupils opportunities to watch foreign language films, take part in departmental competitions, events, participate in study tours and courses abroad. We also encourage Lower Sixth language ambassadors to be a point of contact for younger girls in the houses we are also keen to encourage the pupils to develop their own ideas and desires for language-based co-curricular activities.

The Role

Main Duties & Responsibilities

To fully contribute to the language department providing help to prepare pupils for oral examinations in French.

- Work with the teachers in the classroom
- Work on your own with small groups of pupils
- Prepare pupils for oral examinations
- Introduce and contribute to group discussions and role plays in your own language
- Work on specific topics with small groups of older pupils
- Help other language teachers who may wish to speak to you in your own language for practice
- Plan and prepare resources for work in and outside the classroom
- Give feedback to other teachers on your pupils' progress
- Be involved with the language department in general terms
- Build good working relationships within the department and school
- Promote the study of language amongst the school and wider community
- Update the department notice boards

Residential Duties

All residential assistants live in one of the School's boarding houses and have an important role as part of the pastoral team. Specific duties in the house include:

- Being on duty two weekday evenings per week, (6pm-11pm) and duties on a Saturday evening, on rotation with the resident team (usually one Saturday night per month)
- Support House events/functions such as Christmas parties, parents' socials, new girls' tea, taster days, Speech Day etc. and help with the organization of these events
- Attend House team meetings (normally weekly)
- Dine in the boarding house when on duty, alongside the pupils, supervising the in-house dining (on a rotation)
- Support the HM and House staff team in the daily running of the House
- Be approachable and available to pupils who might seek staff out for advice or comfort (being sure to keep the Housemistress/master (HM) informed of relevant developments)
- Establish a presence in the house to ensure that prep is carried out quietly and effectively and that bedtimes and house rules are adhered to
- Support the HM and maintain clear lines of communication with them and the House team
- Be prepared to respond to emergencies to do an extra duty or cover due to illness or absence, or respond to a pupil's needs when necessary
- Attend pastoral INSET training as appropriate
- Following training provided by the School, be familiar with fire drills, medicines and general security within the house

No list of duties can hope to be exhaustive; all members of staff are expected to undertake duties reasonably requested by the Headmistress.

Person Specification

Qualifications and Experience	Essential <ul style="list-style-type: none">• Academically strong• Degree level qualification or undergraduate• Fluent French speaker• Proficient in English• The right to work in the UK	Desirable <ul style="list-style-type: none">• Experience working in a classroom environment• Have ideas for enriching the experience of learning French
	Knowledge and Abilities <ul style="list-style-type: none">• Have a detailed knowledge of the language(s) taught, including its grammar and how to teach it• Have a good oral fluency in the language(s)• Able to inspire a love of learning in French and other languages• Be open to increasing knowledge of GCSE and A level specifications and assessment requirements• Have a good knowledge of literary texts and films in French and other ideas for enriching the experience of the learning of this language	
Personal Attributes	<ul style="list-style-type: none">• High standards of oral communication in English and French• IT Literate• Willing to participate in Sherborne Girls co-curricular provision• Committed to the values and culture of the school• Committed to own continued professional development.• Organised, proactive and calm under pressure• Open-minded, imaginative and persuasive• Resourceful, creative and resilient• Ambitious to secure the highest standards• Able to cooperate and interact pro-actively with colleagues in the department and across the school	

Terms and Conditions

Salary

- £12,000 per annum

Benefits

- Membership of the School's Pension Scheme
- Free lunch is provided during term times
- Free parking is available on the school campus
- Reduced membership of the Oxley Sports Centre.

Contract

- Full time, an average of 36 hours a week.
- Residential role which includes duties in a boarding house.
- 10 Month fixed term contract
- The successful applicant's appointment will be subject to pre-employment checks and a probationary period.

Application Process

- Applications via TES Online form
- Closing date for applications: **9am, 14 April 2020**
- Interview date: **week commencing 19 April**

Accommodation

This post comes with accommodation within the boarding house, with meals provided during term time. As this is a residential post, the member of staff is expected to be resident in the house throughout term time. Permission to spend evenings away from the boarding house should be sought from the House Parent, excluding allocated weekends off. A full programme of induction will be provided to ensure that the residential member of staff is fully aware, and comfortable with, the School's Safeguarding procedures and the daily routines of the boarding house.

Safeguarding

Sherborne Girls School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and DBS and barred lists checks. The school expects all staff and volunteers to share this commitment. Sherborne Girls School is an equal opportunities employer.

Our Vision, Mission and Values

Vision

To be the leading full boarding girls' school for all-round personal development and academic fulfillment, and to create a community of empowered learners who will be an influence for good in a challenging world.

Mission

To provide a broad and enriching, full boarding education that develops the unique talents of every girl within a supportive community. To send out into the world girls of character, commitment and compassion who are able to think clearly and creatively, choose wisely and have the courage to make a difference.

Values

Curious – Sherborne girls will be intellectually enquiring and imaginative; they will seek challenge and inspiration in the pursuit of excellence.

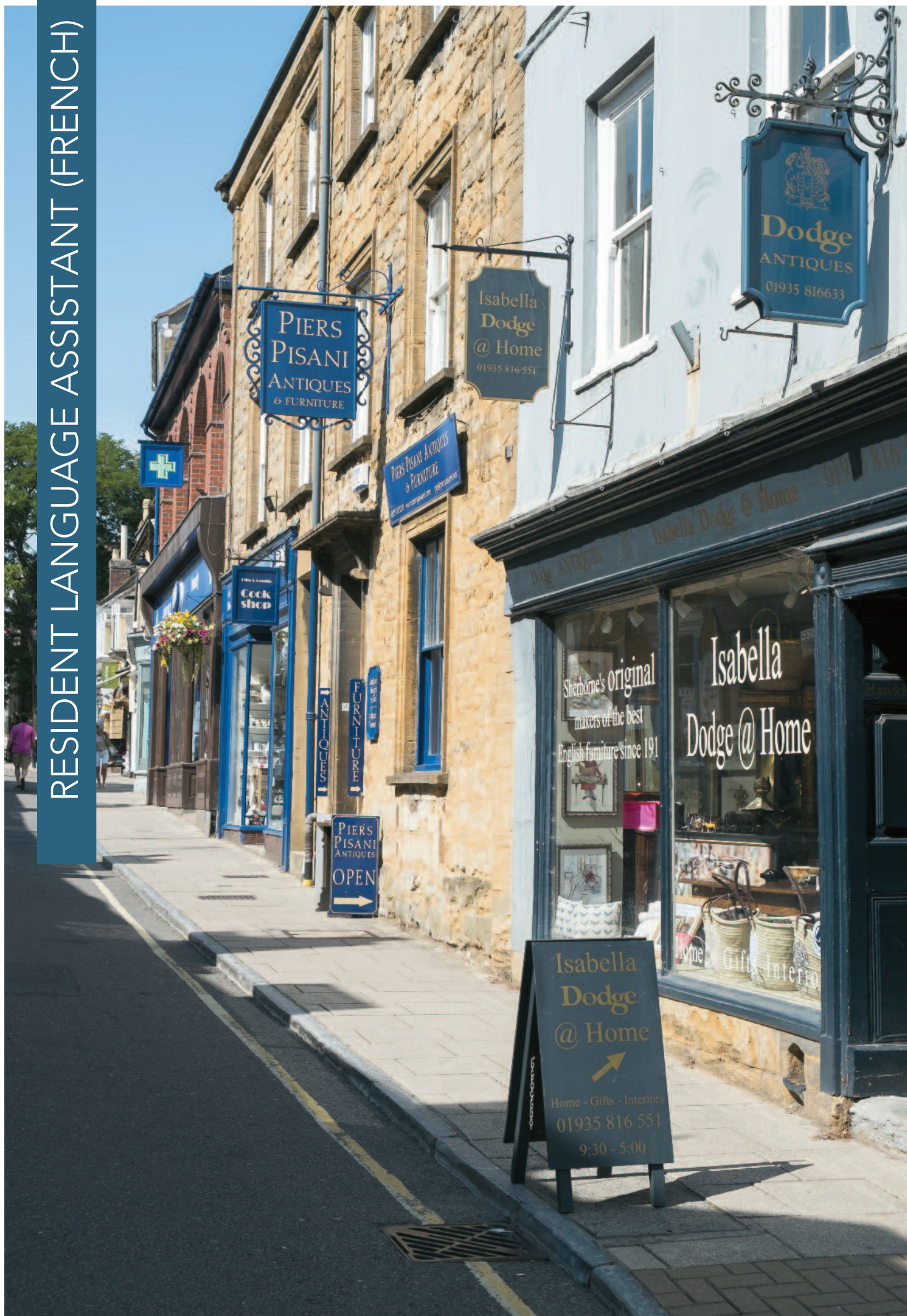
Courageous – Sherborne girls will be bold and adventurous; they will have the courage to take risks, the resilience to overcome adversity and the inner confidence to lead others.

Compassionate – Sherborne girls will be principled, considerate and kind; they will have a sense of responsibility to make a positive contribution to the communities in which they live and work.

Adaptable – Sherborne girls will be resilient and flexible; they will be able to adapt to the demands of the modern day and to respect and celebrate the differences of others.

Spiritual – Sherborne girls understand Christian values, they value reflection and well-being in themselves and others.





Working in Sherborne

Sherborne is, without doubt, one of the most beautiful towns in England. With its abundance of medieval buildings, superb Abbey, world famous schools, picturesque Almshouse and two castles, Sherborne has much to offer. Ideally located on the Dorset and Somerset border it has excellent transport links enabling the town to flourish.

Sherborne is a popular centre of activity for locals and visitors alike. It is known for its cultural events and festivals as well as its attractive high street. Sherborne is surrounded by the beautiful Dorset countryside of Thomas Hardy's Wessex and is close to the spectacular Jurassic coastline.





www.sherborne.com