

Application Pack

for the position of

Head of Modern Foreign
Languages for
January or April 2020

About St George's

St George's is an independent boarding and day school with approximately 270 pupils aged from 11-18 years about 45% of whom are boarders (both full and tailored) and with a Sixth Form of approximately 80 pupils. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

In 2018 at GCSE St George's was placed in the top 4.5% of Schools nationally for value added.



#SGACapable
#SGAConfident
#SGAConnected

  
@stgeorgesascot

Our location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

All facilities are on site and include, amongst others, a state-of-the-art 350 seat theatre, three boarding houses, a sports hall, squash courts and gym, spacious library, Science centre, photographic, textiles and art studios, 6 floodlit netball/tennis courts, extensive sports pitches and a new 25m 6 lane indoor swimming pool is due to open Summer 2019.



Academic Results

We aim to get the very best from each girl and Georgians are encouraged to work conscientiously and to the best of their ability as well as get involved in the wider school community and all the activities that are on offer in the busy co-curricular programme. This, combined with committed and inspirational teaching, delivers excellent GCSE and A Level results. Our pupils achieved the following results in 2019:

GCSE: 23% 9/8 or A*, 44% 9-7 or A*-A, 96% 9-4 or A*-C

A Level: 34% A*-A, 99% pass rate

The Modern Foreign Languages Department

The Head of Department and three other specialist members of staff teach in the Modern Foreign Languages Department, which has enjoyed both academic success and very happy working relationships. In addition, the School employs Language Assistants to support girls learning in French and Spanish. The Department occupies three classrooms, including a language lab, and has its own office, where many of its resources are stored. The Department embraces the use of technology. All staff and pupils in Years 7 to 11 are given school-owned Chromebooks which enable them to benefit from the school's own VLE and the Google Suite. All the languages classrooms are equipped with a Smartboard and online resources such as ActiveLearn are used in all Key Stages

The objective of the MFL Department is to create an atmosphere in which both pupils and staff can achieve their own maximum potential in such a way that encourages learning, stimulates a love for languages, achieves success in examinations and fosters a lasting interest in the subject.

Girls in the First Year (Year 7) take French. Girls in the Second and Third Years (Years 8 and 9) study French and Spanish. Nearly all girls opt for at least one language at GCSE. There are sets for both French and Spanish at A Level.

A number of languages as detailed below are offered as "paid extras" and are taught by visiting Tutors who are line managed by the Head of Modern Foreign Languages too.

Chinese	French
German	Italian
Japanese	Russian
Spanish	

The syllabi and methods employed in the department aim to enable pupils to -

- develop a positive attitude to languages
- consolidate basic skills and also set appropriately challenging work
- understand and apply a range of grammatical knowledge
- communicate clearly on a variety of topics
- appreciate other cultures
- infer meaning through the use of context and tone
- work independently as well as cooperatively
- acquire a firm foundation for further study

Curriculum

The following examination specifications are followed:

AQA GCSE French
AQA GCSE Spanish
Pearson (Edexcel) A Level French
Pearson (Edexcel) A Level Spanish

Responsibilities

The following are the key duties and responsibilities:

The role is to lead Modern Foreign Languages within the School and to provide inspirational teaching of French and Spanish throughout the curriculum and as part of the co-curricular provision, as well as leading and managing a department of staff, co-ordinating schemes of work, appraisal, INSET and methods of assessment.

The Head of Modern Foreign Languages will be Line Managed by the Deputy Head (Academic) on a day to day basis.

Given the nature of the role, and the need to be flexible and adaptable, this is not an exhaustive list and all the School's job descriptions include the following "Other duties from time to time as directed by the Headmistress".

Management responsibilities

- Promote Modern Foreign Languages in the School
- Oversee the development and maintenance of schemes of work and lesson plans
- Participate in the selection and appointment of new staff in the Department
- Help with the induction of Newly Qualified and probationary teachers and assist in easing the transition and integration of new teachers who may join the Department
- Compile, maintain and review the Department handbook and Department Development Plan
- Ensure the delivery of an extension programme within the department for Able, Gifted and Talented pupils in liaison with the Director of Teaching and Learning
- Liaise with the Learning Support and English as an Additional Language Departments as necessary to ensure these pupils are appropriately supported in the Department
- Lead, manage and motivate all staff within the Department
- To oversee and manage the provision of one to one paid extra tuition by visiting staff in non-core curriculum languages
- Deliver courses and lessons to a high standard, leading by example in the Department
- Regularly monitor and evaluate the teaching in the Department through lesson observations, work scrutiny and the annual staff appraisal process
- Set and mark prep work, class work and examinations and ensure standards are maintained across the Department
- Keep records of work covered and pupils' progress and ensure robust departmental assessment systems are in place and pupils' progress is tracked within school frameworks

- Facilitate the use of ICT for learning, teaching and administration
- Comply with all the requirements of the Examination Boards and take responsibility for passing all necessary information to the Examinations Officer regarding the Department's public examination entries
- Attend all Heads of Department, Staff, Department and Cluster meetings
- Attend Open Mornings, Education Days on occasional Saturdays and other information meetings for parents or prospective parents
- Draw up and monitor the resource requirements for the department whilst managing the departmental budget
- Take responsibility for Health and Safety policies and practice within the department, particularly with regard to Risk Assessments which should be regularly updated and in-line with national requirements, communicating any concerns to the Health and Safety Officer
- Support the School's Partnerships and Outreach Programme by organising, attending and co-ordinating events

Teaching staff responsibilities

- Teach French and Spanish to pupils throughout the school including at (I)GCSE and A Level
- Encourage pupils' progress and engender enthusiasm for Modern Foreign Languages
- Keep records of work covered and pupils' progress
- Attend parents' evenings for all classes taught
- Prepare pupil reports in line with the school's protocol
- Attend Continuing Professional Development courses
- Attend all Staff and Department meetings including INSET at the start of each term
- Attend Open mornings and Education Days on occasional Saturdays if required
- Act in the capacity of Tutor for a group of girls
- Run a weekly co-curricular activity after school
- Take prep duty after school, on average five evenings per term
- Carry out a weekly break or lunch time duty
- Maintain a positive and professional approach with parents and colleagues
- Actively promote good behaviour amongst pupils
- Organise and participate in educational visits
- Cover for absent colleagues
- Be a member of one of the school's Houses, attend House meetings, some House events and the annual House Party
- Positively promote the school in the community
- Support departmental colleagues in the consistent use of pupil rewards and sanctions
- Attend some occasions such as concerts, plays, matches and other parent/staff social events as required

Person specification

The successful candidate should be passionate about Modern Foreign Languages, forward thinking and show outstanding leadership in advancing the department.

- Hold at least an undergraduate degree in Modern Foreign Languages or a very closely-related discipline
- Be a qualified teacher (holding QTS or its equivalent) or have equivalent experience
- Have a record of outstanding classroom teaching at Key Stage 3, GCSE and A Level
- Be able to demonstrate excellent subject knowledge
- Be able to demonstrate excellent leadership and teamwork skills with the ability to motivate others
- Be an excellent oral and written communicator
- Promote high standards of education, care and behaviour
- Be able to use ICT for a range of administrative and teaching purposes
- Display strong interpersonal skills
- Demonstrate sound judgement and discretion
- Be well-organised and have the ability to plan effectively, clearly and well ahead, whilst being able to juggle successfully multiple tasks of varying size and importance
- Be flexible and adaptable when going about his/her work
- Have energy, commitment and stamina
- Have a good sense of humour and be able to work effectively as part of a team
- Be sympathetic towards the ethos of a busy boarding and day school

Salary and Benefits

- a. **Start date:** 1 January 2020 (preferably) or Monday 20 April 2020.
- b. **Salary:** St George's operates its own generous salary scheme.
- c. **Pension:** All teaching staff are currently included as members of the Teachers' Pension Scheme unless they elect to opt out.
- d. **Hours of work:** This is a full-time teaching post during school terms. There will be a requirement to attend routine teaching events such as parents' evenings, staff training days preceding each term and Open Days and Educational Days (as notified).
- e. **Notice Periods:** The notice period required by either side to terminate your employment will be one full term.
- f. **Facilities:** Lunch is provided free of charge during term time. Members of staff can use the School's sports facilities at allocated times. There is free on-site parking. The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.

The Process

Letters of application should be no more than two sides of A4 and, together with the completed application form, should be sent to the address below or emailed to headmistress@stgeorges-ascot.org.uk and reach the School by **4pm on Thursday 19 September**.

Mrs E M Hewer
Headmistress
St George's School
Wells Lane
Ascot, SL5 7DZ

First interviews will be held on Thursday 26 September

Final interviews will be held week commencing Monday 30 September

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

