



Bottisham Village College

Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine

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JR/kl

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Dear Applicant

Teacher of Languages

Thank you for your enquiry about the post of Teacher of Languages at Bottisham Village College. I hope that this pack gives you all the information that you need at this stage and that we can look forward to your application.

If you would like to know more about what a great place this is work, and to explore your development opportunities, please visit our website <http://www.bottishamvc.org/college-information/teaching-at-bottisham/>

The closing date for all applications is noon, Friday 1 March 2019. Please send your completed application form, together with a letter of application to Katy Limmer (HR Officer) hr@bottishamvc.org.

Yours sincerely

Mrs Jenny Rankine
Principal





Information for applicants



Bottisham Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

About Us

Bottisham is 5 miles East of Cambridge, just off the A14 trunk road. The Village College is a eight form-entry mixed 11-16 comprehensive school and serves twenty one villages in the area bordering Cambridge and east to Newmarket. The school is heavily oversubscribed with 1160 students on roll, rising to 1500 in next 5 years.

We are committed to providing an outstanding education to all of our students, enabling them to develop into mature, independent young people, ready to take their place in society. We have extremely high expectations and work with commitment and dedication to enable all students to have the opportunity to achieve their full potential, both academically and socially. The school community values all our staff, students, parents and carers and their contribution to our successes and achievements.

<http://www.bottishamvc.org/college-information/cultural-values>

The College was opened in 1937 as the second of the Cambridgeshire Village Colleges. These were the forerunners of community education in this country and are still committed to lifelong learning in its widest sense. The vision of their founder, Henry Morris, was that schools should be at the heart of their communities, open to all and that they should offer an attractive and stimulating environment for learning. Bottisham Village College continues to aspire to this vision.

<http://www.bottishamvc.org/college-information/teaching-at-bottisham/>



This is an exceptionally exciting time for the college for a candidate to join us. Following a very busy 18 month period, the College's £17 million Capital build (Phase one) has been completed giving the College additional resources including a large performance hall, new dining facilities, larger music department, dance studio, new library and English and maths classrooms.

Phase two is on track to be completed by Easter 2019 which will include the refurbishment of the new reception area, Henry Morris room and conference space.

In September 2016 we became part of the Anglian Learning Trust and continue to enjoy the increased opportunities for collaboration and career development that working in collaboration brings.



Ofsted

Our most recent Ofsted inspection took place in June 2012, when we were judged to be outstanding in all areas: Overall Effectiveness, Achievement, Quality of Teaching, Behaviour & safety and Leadership and Management.

We are very proud of this achievement which was the culmination of the talents, dedication and enthusiasm of all our staff. We were particularly pleased that Ofsted commented on the positive relationships that underpin our ethos:



This is an outstanding college, where a very strong ethos of community, high quality learning and aspirational academic achievement exists throughout. One student commented: 'Bottisham is inspirational. The college helps individuals to shape well, giving us the confidence, determination and skills to succeed.' Ofsted 2012

Post 16, students have a very wide choice of educational opportunities in and around Cambridge. The overwhelming majority of our students, approximately 97% continue in full-time education.

Our Staff

We recognise and value the skills, knowledge and expertise of all our staff.

We are committed to supporting the professional development of all members of staff. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main college priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise.

Bottisham is a member of a SUPER (School University Partnership in Educational Research) network of schools working with the University of Cambridge, Faculty of Education which provides opportunities for staff to undertake classroom-based action research.

Our staff-room is a vibrant, sociable and supportive atmosphere. We enjoy College events such as concerts or staff socials; there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



Our Students

Our catchment area is one of rich contrasts: areas of social deprivation on the fringes of Cambridge, rural communities, some very isolated, areas connected with the stables at Newmarket and pockets of expensive housing in some villages. We have a truly comprehensive intake in every sense, and the inclusive ethos of the College means that we are able to form very positive relationships with them all. We are absolutely committed to supporting each individual student; we want them to feel safe, in an environment where they can grow and thrive and leave us confident in their ability to play a meaningful role in society, as global citizens.

We are very keen to offer students every opportunity to take responsibility; the mentor scheme and the School Council, for example, are strengths of the College. Visitors, including OFSTED Inspectors, are always impressed by the courtesy and confidence of our students and their friendly, open nature. The Student Leadership Team plays a significant role in the life of the College.

Working in Partnership with Parents and Carers

Parents and carers are very supportive and keen to attend information evenings, school plays and so on. They support the aims of the College and the vast majority send their children to school in correct uniform and with the proper equipment, ready to learn.

The 'Friends of the College' is our excellent PTA, but it is more than that, because it also has an extensive community role.

Following our successful Ofsted inspection in June 2012, we successfully applied to be a National Teaching School and National Support School. In partnership with two outstanding local primary schools and formed the Anglian Gateway Teaching School Alliance. This alliance consists of a large group of cross-phase schools in Cambridgeshire & Suffolk, together with a range of other highly regarded organisations such as the University of Cambridge, Faculty of Education.

As a Teaching School we have the freedom and autonomy to work collaboratively with our partners to deliver high quality support for teachers and leaders at all stages in their career.

We are involved in the following areas:

- providing a strong supply of high quality new teachers through the development of school-based initial teacher training programmes
- providing high quality continuing professional development programmes that significantly improve the quality of serving teachers and support staff
- developing great leaders and the next generation of headteachers
- working with schools in need of additional support

We are very excited about the professional and leadership development opportunities that this designation offers to our staff. For example, a growing number of colleagues have the opportunity to be directly involved in the training of new teachers, others are working as Specialist Leaders of Education, sharing their expertise by supporting staff in other schools.

The Locality Team

We are very fortunate to have a Locality Team based on our college site. This Local Authority service offers a broad range of support services for both students and their parents/carers, including, Educational Welfare Officer, In-School Student Support workers, Youth Workers and Parent Support Advisors. College staff have developed very close working relationships with our colleagues in the Locality Team to ensure that the varied needs of all young people in our care are met.

The Community Dimension

Bottisham has no village hall, and no village green. The Village College fulfils both of those functions and our Sports Centre, adult learning provision in the evenings and community library are at the heart of our community life.

It is very difficult to sum up Bottisham Village College in a few pages. Check out our [website](#), [twitter](#), [Instagram](#) and [facebook](#) pages to help bring the school to life or even better [contact us](#) to organise a visit!



Equal Opportunities

Bottisham Village College is an Equal Opportunities employer.



**THE MODERN FOREIGN
LANGUAGES FACULTY**

Modern Foreign Languages

At Bottisham, we have a strong, well-established Languages Faculty with a record of success. Our blend of new and experienced staff means that we are an excellent place to start or develop a career. We have a strong ethic of teamwork and work hard to share outstanding practice and develop innovative and exciting ways of delivering the curriculum. We aim to challenge and engage our students by sharing our passion for language learning.

At the heart of our work is the belief that learning languages should be an enjoyable and stimulating experience, offering students exciting new insights into the wider world, whilst encouraging them to think reflectively about their own culture.

Resources

We use a variety of up-to-date, easily accessible resources in our teaching. These include:

- A team of fully trained and qualified, knowledgeable, friendly and enthusiastic teachers.
- Part time French and German Assistants for small group speaking practice exam preparation and assistance in the classroom.
- Interactive white boards and wireless internet in all classrooms.
- A bank of shared electronic resources and lesson plans to inform the schemes of work
- Interactive websites used in class and at home for homework (memorise, active learn, googleclassroom)
- Textbooks relevant to our curriculum choices.
- Authentic materials (newspapers, magazines, leaflets)
- Up-to-date video material.

A Strong Team

Cecile Larrieu	Head of Faculty, Teacher of French and Spanish.
Stephen Midgley	2 nd in faculty, Teacher of French and German
Catherine Dimelow	Teacher of French and German
Laura Blake	Teacher of French
Ellen Boyle	Teacher of French
Jane MacAulay	Teacher of French
Linda Fullman	Teacher of French and Spanish
Katrin Eagle	Teacher of French and German
Lucy Beharrell	Teacher of French and Spanish

The Faculty enjoys its involvement with Initial Teacher Training in partnership with Cambridge University Department of Education.

How Learning Is Organised

All students can study a foreign language throughout their time at Bottisham. French is taught in ability bands from the outset in year 7. From year 8, the majority of the year group starts a second foreign language whilst continuing to develop their learning of French. Our second language is

currently German but we do run a Spanish after school club and are planning to bring Spanish back into the curriculum.

Years 7, 8 and 9

From the first lesson, students are taught largely through the target language. We do this so that students can experience real life situations and become more confident in speaking spontaneously. Students follow the requirements of the National Curriculum and develop the skills of reading, writing, speaking and listening within different contexts. They are encouraged to use their knowledge of English to understand new structures in the foreign language and so develop thinking skills and language learning skills.

The students who study French only work towards the AQA FCSE qualification French at the end of year 9.

We have been renewing our approach and expectations in year 9 to prepare our students to the requirements of the new GCSE. The majority of our students continue at least one language to GCSE.

Years 10 and 11

The emphasis at GCSE is on communication in the foreign language. Students also improve their ability to work independently. Topics are worked through thematically and build on foundations created in Key Stage 3. We believe that the communication skills developed through the study of a foreign language to GCSE level will always be to the students' advantage, allowing them, among other things, to make the most of the opportunities in today's global jobs market.

Currently, students choose a GCSE course in French or German; some choose to study two languages. We run a well-attended after school class in Spanish for year 9 with the intention to offering this option as a GCSE in year 10.

We aim to encourage and promote all foreign languages by facilitating and leading the examinations of a small number of students with additional home languages such as Chinese, Italian, Portuguese or Polish.

Current GCSE syllabuses:

French GCSE AQA French
German GCSE AQA German

Trips and Events

Our students have the opportunity to visit France and Germany as the faculty has well established links with both countries in the form of very successful partnerships and exchanges. French and German exchanges run alternate years.

The Modern Foreign Languages Faculty also organizes a very successful residential visit to Normandy/ Belgium during Activities Week for Year 8 students.

The Vacancy - Full Time or Part-time

We are seeking to appoint an outstanding teacher who has the ability to teach across the 11-16 age range, with French and another language preferably German or Spanish.

- You will be committed to developing innovative approaches to teaching and learning.
- You will have a passion for languages and have the ability to inspire young people.
- You will have excellent communication skills and be a committed team player.

Closing date for applications: 12 noon, Friday 1 March 2019

**Please complete a Teaching Staff Application form and send to Mrs Kate Limmer, HR officer
hr@bottishamvc.org together with a letter of application.**

Class Teacher Job Description

Post: Class Teacher
Responsible to: Head of Faculty

In accordance with the school's policies and under the direction of the Principal:

Teach

Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the students in any class or group assigned to you:

- 1 Plan and prepare courses and lessons
- 2 Teach, according to their educational needs, the students assigned to you
- 3 Set and mark work to be carried out by the pupil in school and elsewhere
- 4 Assess, record and report on the development, progress and attainment of students

Other activities

- 5 Promote the general progress and well-being of individual students and of any class or group of students assigned to you
- 6 Provide guidance and advice to students on educational and social matters and, where appropriate, on their further education and future careers, include information about sources of more expert advice on specific questions; make relevant records and reports
- 7 Make records of and reports on the personal and social needs of students
- 8 Communicate and consult with the parents of students
- 9 Communicate and co-operate with persons or bodies outside the school and
- 10 Participate in meetings arranged for any of the purposes described above

Assessments and reports

- 11 Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students

Appraisal or review of performance

- 12 Participate in arrangements made in accordance with the 2002 Regulations or the 2006 Regulations for the appraisal or review of your performance and that of other teachers

Review, induction, further train and development

- 13 Review from time to time your methods of teaching and programmes of work
- 14 Participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements

Educational methods

- 15 Advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety

- 16 Maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings

- 17 Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Cover

- 18 To supervise, and so far as is practicable teach any students, whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year).

External examinations

- 19 Participate in arrangements for prepare students for external examinations, assess students for the purposes of such examinations and record and report such assessments; and participate in arrangements for students presentation for, and conduct, such examinations;(you are not required routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation)

Management

- 20 Contribute to the selection for appointment and professional development of other teachers and support staff, include the induction and assessment of new teachers and teachers serving induction periods
- 21 Assist the head teacher in carry out threshold assessments of other teachers for whom you have management responsibility;
- 22 Co-ordinate or manage the work of other staff; and
- 23 Take such part as may be required of you in the review, development and management of activities relate to the curriculum, organisation and pastoral functions of the school;

Administration

- 24 Participate in administrative and organisational tasks related to such duties as are described above, include the direction or supervision of persons provide support for the teachers in the school; and
- 25 Attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.
- 26 You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Management time

- 27 A teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharge those responsibilities.

**BOTTISHAM VILLAGE COLLEGE
PERSON SPECIFICATION
POST: Subject Teacher**

This specification is informed by the TDA Professional Standards for Teachers

Attribute	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Degree in related subject • QTS 	<ul style="list-style-type: none"> • Further qualification &/evidence of continuing professional development
Experience	<ul style="list-style-type: none"> • Successful teaching experience during ITT placements &/as a fully qualified teacher 	Experience in a fully comprehensive school across the spectrum of age and ability
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • Able to work collaboratively with others • Able to form good relationships with students. • Able to motivate students • Energy and enthusiasm • Flexibility • Excellent organisational and classroom management skills • Excellent communication and interpersonal skills • Expertise in the teaching of the relevant subject including evidence of excellence in own work as a practitioner • Good knowledge and understanding of current issues in learning and teaching • A reflective practitioner • Clear indication of leadership potential • Able to conduct a conversation and answer questions for an extended period of time where necessary in English 	<ul style="list-style-type: none"> • ICT competency • Willingness to get involved in the broader life of the college through extra-curricular activities • Excellent time-management
Other requirements	<ul style="list-style-type: none"> • High standards of behaviour in the professional role • Commitment to form and maintain appropriate relationships and personal boundaries with young people • Commitment to safeguarding and promoting the welfare of young people • Satisfactory DBS check, Medical Clearance and References. 	

Bottisham Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment