

Closing date: **Wednesday 12 June 2024 (9am)**

We reserve the right to appoint before this deadline and encourage early applications.

Interview date(s): **w/c 17 June 2024**

Information pack for the role of **German Assistant**

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City of London School

We understand that for pupils to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented pupils as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours.





Our Strategic Aims



Kind - We understand how excellent pastoral care underpins every achievement. We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves. Every person has equal value, and we treat others as they would like to be treated. We have empathy for others – at school, in our community and in wider society. Our relationships are warm, honest and supportive.

Aware - There is strength in difference. Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. Our pupils know that there are others less fortunate than they are and strive to make a positive difference at school and beyond. We are active partners. We have a strong relationship with the City of London Corporation and the other City Schools, including the City of London School for Girls. Our wider community makes us powerful. We are enriched both by an extensive programme of transformative bursaries and by our collaborations with schools, businesses, arts organisations, and many other partners across London.

Ready - We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world. Our staff strive constantly to adapt and develop their practice. We explore our passions and encourage our pupils to discover what excites and inspires them. It helps them become rounded people, well placed to forge their own path through life. We shape the future. Our boys combine kindness, respect and curiosity to become the leaders of tomorrow, creating positive change in our society. .

Our [Strategic Vision 2019-2024](#) is available to read in full on the CLS website.

Job Description

Job title: **German Assistant**

Department: **CLS**

Salary: **Grade B £30,180 – £33,120 per annum**

Location: City of London School,
107 Queen Victoria Street,
London, EC4V 3AL

Purpose of Post

To improve pupils' communication skills (in particular, oral skills) and develop their knowledge of a different society and culture.

To plan activities and lessons and produce resources to enable students to improve their language skills.

To support the work of the language department in the School, under the supervision of the modern languages teachers, through whole class situations or one-to-one situations. This includes pronunciation, general conversation, aspects of the target language culture and reinforcement of the topics covered in class.



Support for pupils

- 1** Work on their own with small groups of pupils to introduce basic to advanced language or improve linguistic ability, with a focus on oral skills.
- 2** Prepare and conduct conversational sessions with students on a one-to-one basis.
- 3** Provide individual teachers periodically with reports on pupils' progress.
- 4** Liaise with class teachers and check if any specific work needs to be carried out in preparation for examinations. Provide specific candidates with research cues (such as articles, books or films) without undertaking research for the candidate.
- 5** Deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils to support the teaching of languages within the School.
- 6** Prepare relevant and up-to-date materials for use in teaching that engage with topics being taught across the modern languages curriculum, as well as reflecting current developments in language learning.
- 7** Monitor and support the overall progress and development of pupils in liaison with the appropriate teacher.

Support for the Modern Languages Department

- 8** To work as a member of the Modern Languages department and to contribute positively to effective working relationships within the School.
- 9** Provide support for academic staff and pupils, working in collaboration with the Modern Languages team.
- 10** To assist the Modern Languages department in ensuring that the department provides a range of teaching to meet the School's ethos.

General

- 11** To undertake any other duties that may reasonably be requested, particularly in the absence of colleagues, appropriate to the grade of this post.
- 12** The post-holder has a responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and will always adhere to and ensure compliance with the School's Safeguarding Policy Statement. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School Safeguarding Officer.

- 13** Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and always give due regard to the health and safety of both themselves and others when carrying out their duties.
- 14** Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below

Professional Qualifications / Relevant Education & Training

- { Well qualified Graduate (or working towards a degree) in the appropriate subject discipline (A) Desirable Experience

Experience Required

- { No full-time teaching experience required and an enthusiastic and well-qualified person starting out on his/her career would be considered, as would a candidate with several years of experience (A, I)

Technical Skills & Knowledge

- { Knowledge of the subject – a native (or near-native) speaker (A, I)
- { Proven track record of teaching the subject successfully, where appropriate (A)
- { Good oral and written communication skills (A, I)
- { Effective classroom management and organisation to ensure a positive and safe learning environment (I)

- { Engaging classroom presence with excellent subject knowledge and a passion for encouraging wider debate and research, with the ability to encourage active and independent learning (I)
- { Effective planning, assessment and record keeping (A)
- { An appreciation of pupils' differing needs and an ability to employ flexible teaching strategies, as appropriate (A, I)
- { The ability to work as part of a team and to develop and maintain positive relationships with teaching and support staff (A, I)
- { The ability to develop and maintain positive relationships with parents and outside agencies (A, I)

Other Relevant Information

- { The standard working hours for this role is 8.30am -4.30pm, with the teaching hours being between 8.30am-4pm, which includes some preparation time. It is understood that, as with any teaching job, some of the preparation of lessons and marking will extend beyond the standard teaching hours.

- { Please note all annual leave is expected to be taken in the school holidays.

Other reasons to work with us

Health and Wellbeing

- { In-house counselling services
- { Employee Assistance Programme
- { Enhanced paid time off policies (sickness, maternity, paternity, adoption, and shared parental leave)
- { Access to Occupational Health Services
- { Access to School gym (set hours)
- { Staff Activities and Clubs (Running, Yoga, Pilates, Netball, Football and more!)
- { Corporate Gym Discount with Anytime Fitness
- { 24 days annual leave and increasing with continuous service plus bank holidays
- { Hybrid / Flexible Working (role-dependent)

Financial benefits

- { Annual Season Ticket Loans via Abellio
- { Interest free Bicycle Loan (up to £1,000)
- { Cycle 2 Work Scheme via Halfords
- { Childcare Affordability Scheme

- { Up to 40% discount with Hatching Dragons Nursery
- { Cheapside Privilege Card (local offers and discounts)
- { Up to 25% discount off an O2 Refresh Airtime Plan.
- { 21% LGPS Employer Contribution

Training and development

We are committed to supporting staff development. There are three staff training days throughout the year plus our appraisal scheme helps support staff in developing their ideal role through training programmes and courses.

Staff also gain access to the City Learning online training and development system, which can be accessed from any mobile device.

Recognised employer – Continuous service

City of London Corporation is a recognised employer as part of the Local Government Modification Order – we acknowledge continuous service to those working within Local Government. Your entitlement to certain contractual benefits with the City Corporation (e.g. annual leave, sick leave, maternity leave) is related to the length of time you have been employed by the City of London Corporation and/or

other public bodies covered by the Redundancy Payments (Local Government) (Modification) Order 1999.

Disability Confident Employer

The City of London Corporation is committed to creating a culture where everyone's opinion and views are heard. Where employees can bring their unique self to work and excel in an environment that encourages different perspectives and experiences to be shared.

We are Disability Confident Employers and members of Stonewall's Diversity Champions programme and have recently completed an equality and diversity self-assessment process to assess compliance with the Public Sector Equality Duty. In 2019-20 we also undertook a public consultation on gender identity and, as a result, put in place a new Gender Identity Policy. We also actively host events like our Eid Dinner, Black History Month and Pride Month, which are vital in promoting the values we all share.

London Living Wage Employer

The City of London Corporation is an accredited Living Wage employer, which ensures all employees are paid (as a minimum) the annually calculated London Living Wage hourly rate.

How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page:

www.cityoflondonschool.org.uk/vacancies

We reserve the right to appoint before this deadline and encourage early submissions.

Closing Date: **Wednesday 12 June 2024 (9am)**

Interviews will be held **w/c 17 June**



City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

To view our Recruitment Policy, please [click here](#). To view our Safeguarding Policy, please [click here](#).

Further information about the School and a copy of the 2021 ISI Inspection report is available on the website. www.cityoflondonschool.org.uk



City of London School

City of London School
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London EC4V 3AL
cityoflondonschool.org.uk
020 3680 6300



Proud to be part of the
City of London Corporation