



HINCHLEY WOOD SCHOOL

INSPIRING LEARNERS

Application Pack

P/T MFL Teacher

(German and French)



A Co-educational Comprehensive Academy for Students Aged 11-18
Headteacher; Mr Ben Bartlett BA (Hons) MA (Educ Mgmt)

An Academy and Specialist Music College



January 2019

Dear Applicant

Re: Teacher of French and German – fixed term maternity cover

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.

Hinchley Wood is an inclusive and high achieving school on the borders of SW London, celebrating student progress and development as well as academic achievement. 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, and highly sought after.

The successful candidate will teach across the age and ability range in this highly sought after 11-18 co-educational academy, with 1,300 students on roll including 250 in our 6th form. You would be joining a supportive, committed and experienced team who work hard to deliver innovative and enjoyable lessons. In return for your hard work you will receive exceptional support and training, and the rewards that come with teaching science to students who really want to learn.

The role would be suitable for an experienced member of staff or a newly qualified teacher (NQT). If joining as an NQT, Hinchley Wood School would be an excellent start your teaching career with benefits including:

- An established and extensive NQT programme;
- Support and expertise of departmental mentors;
- A tailor-made whole school professional development programme; and
- Support network of other NQTs across subject areas.

If you have a strong desire to help students of all abilities achieve the best they can whilst fulfilling your own potential, we would very much welcome your interest. The commencement date will be in March and we offer a competitive salary (London Fringe Pay Scale/dependent upon experience), two week autumn half term, professional development support and an extensive CPD programme. Please contact us if you have any questions prior to applying or would like to visit. Contact details can be found on the last page.

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.

I look forward to receiving your application by Tuesday 22nd January 2019 (noon) at the latest, and appreciate the time taken to consider and apply for this post. For information interviews are planned for Wednesday 30th January.

Yours faithfully

Ben Bartlett
Headteacher



Background Information

Hinchley Wood School 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 September 2011 Ofsted judged the school to be outstanding, highlighting the excellent progress all groups of students make as a key strength:

***“Hinchley Wood is an outstanding school – the students work exceptionally well together in this harmonious and cohesive community, and achieve outstanding outcomes.”
(Ofsted, September 2011)***

In Summer 2018, 93% of pupils achieved 5 or more A* - C 4+ grades at GCSE level and 92% achieved 5 or more A* - C grades including Grade 4+ in the new English & Maths exams (equivalent to an old C Grade). This is an excellent result and a new school record, putting us in the top 5% of schools in England and Wales in terms of the progress our students make between the end of Key Stage 2 and their GCSEs. At A Level, our students achieved 100% pass rate with 66% of students achieving A* - B grades and 90% achieving A* - C. The majority of our leavers have gone onto higher education.

Well qualified and experienced staff work together to make this school a successful and happy community. We offer a rich, varied and stimulating curriculum as well as high class purpose built accommodation.

Particular importance is placed on recognising and rewarding individual achievement. Students are actively encouraged to participate in a wide range of artistic and sporting activities; many gain recognition at local and national level for their achievements. We have an enthusiastic and effective school council, a very active school sustainability group and a long-standing and popular tradition of student involvement in charity and community work.

We were one of the first schools in the country to be designated a Music College and to set up an education trust for the benefit of students. Trustees include representatives from local and international businesses, a university, a national charity and a local arts charity to help develop the creative potential of all students. In February 2012 the school acquired academy status. All of these initiatives have enabled us to offer a much wider range of learning opportunities to students.



Our effectiveness is dependent on developing good relationships with students and parents; the respect shown between staff and students is regarded as a particular strength of the school.

***“There is a highly positive ethos of behaviour for learning and achievement”
(Ofsted, September 2011)***



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.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday

at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. 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.

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



HINCHLEY WOOD SCHOOL
INSPIRING LEARNERS

Mission Statement:

'Mission Statement

'Committed to sustainability – caring for ourselves, each other,
the environment and the future.'

*...in order to take on the challenges of an ever competitive and changing world.
All students will develop creative and entrepreneurial skills, be financially aware
and able to use technology in all aspects of their lives. They will take an interest in
and contribute to a wide range of creative, artistic and sporting activities.*



Vision

To inspire all students to be ...

Confident

Have self belief, communicate clearly in any situation

Considerate

Respect others' views and values

Determined

Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic

Willing to learn from mistakes and maintain a positive outlook

Independent

Take responsibility for themselves and their learning



Key Principles

The governors are committed to securing the well-being of all members of the school community by creating a safe, secure and stimulating learning environment. This code sets out the key principles which govern the way in which we work together; it draws on guidance, the Equality Scheme and a range of school policies.

The code underpins the school's behaviour policy which includes guidance on the way in which the school promotes positive attitudes to learning, good relationships with all members of the school community and strategies to tackle discrimination, harassment and bullying. We are committed to ensuring the welfare of all students. Vulnerable students, including looked after children, those with SEN, physical or mental needs, will receive behavioural support according to their needs.

All members of the school community including students, staff, parents, governors and visitors should:

1. Have high expectations of themselves and of others.
2. Treat one another with dignity and respect at all times.
3. Display the characteristics they want others to show including honesty, patience and a genuine concern for others.
4. Recognise others' achievements.
5. Respect the boundaries in their relationships with each other and not abuse their position or age by:
 - entering into inappropriate relationships
 - committing such acts against an individual which are illegal, e.g. physical assault, harassment
 - undermining, bullying or intimidating any other member of the school community
6. Work within set deadlines and arrive on time for meetings, lessons and events.
7. Take into account others' work pressures and commitments.
8. Dress in an appropriate manner as set out in the school's dress/uniform code.
9. Ask for support whenever needed.
10. Report incidents or actions of others which they feel threaten the welfare and security of any member of the school community.



Department Information

About Us

The Modern Foreign Language Department consists of a highly committed team of four full-time members of staff, two part-time members of staff and three Foreign Languages Assistants. There is a Head of Modern Foreign Languages and a Coordinator of KS3. All members of staff work as a strong team with a relentless focus on providing students with the best experience of learning a language. The department ensures this by meeting regularly to share ideas and resources in order to motivate students and to raise standards. 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.

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 and interactive whiteboard.

Our Aims

We firmly 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.

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 have the opportunity to opt for two languages. There is a very good uptake of languages at GCSE with approximately half the cohort opting for at least one language and a steady number of pupils opting for two languages at GCSE. We are pleased to have GCSE classes running in all three languages in Year 10 and 11. 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 offer a wide range of extra-curricular opportunities with an overseas visit available to students in most year groups. 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.

- Year 7 letter exchange with a school in Paris
- Year 8: Cafe Challenge: cross curricular activity with DT and Music
- Language Ambassadors Programme: Year 9 pupils teaching mini lessons to local Year 6 pupils
- KS4 and 5: A four day language immersion course to Paris, France
- KS4 German Exchange for Years 10 and 11
- KS3 and 4 Spanish Exchange for Years 9 and 10



Staff List 2018/19

Ms Feroza Bakharia	Head of Modern Foreign Languages/Coordinator KS4 and 5/Teacher of German and French
Mr Lucien Soyer	MFL Coordinator KS3/Teacher of French and Spanish
Mrs Anna Martin	Teacher of Spanish and French/NQT & ITT Coordinator
Mr Stuart Holmes	Teacher of German and French/Head of Learning Year 10
Mrs Nancy Oliveira Serrao	Teacher of Spanish and French
Mrs Silke Johns	Teacher of German and French
Mrs Jo Barker	MFL Assistant (German)
Mrs Sam Armiger	MFL Assistant (French)
Mrs Susannah Richards	MFL Assistant (Spanish)



JOB DESCRIPTION - TEACHER

Line of Responsibility: The teacher is directly responsible to the head of department on curriculum matters and the head of learning for pastoral issues.

Salary: The post holder will be paid on the appropriate point of the Teacher's Pay Scale.

At the heart of a successful school is the provision of high quality teaching and tutoring, the effective use of resources, improving standards of achievement for all students and the promotion of students' personal development and well-being. A teacher/tutor plays a key part in this provision by a commitment to the school's ethos, by working effectively in subject and tutor teams and by delivering high standards of teaching and learning and personal care.

Job Purpose

To teach and tutor students across the full age and ability range in order to ensure the highest possible standards of achievement, personal development and well-being. The post holder will continue to meet, maintain, and build upon, as appropriate:

- Teacher Standards
- Induction Standards
- Threshold Standards

All teachers are expected to:

Teaching

- Consistently plan and deliver good lessons taking account of students' prior learning and needs.
- Provide a stimulating classroom/learning environment.
- Work closely with Learning Support Assistants, the Learning Support Department and the Achievement Co-ordinator to meet the needs of different groups of learners in particular SEN students and those who have been identified as potential high attainers (PHA).
- Use a wide range of resources, including ICT, to good effect.
- Provide intervention for under-performing students.

Assessment

- Give timely, positive, helpful feedback to students.
- Understand and utilise the principles behind Assessment for Learning.
- Complete reports to a high standard and within the specified deadline.
- Regularly assess and mark students' work in line with the school and departmental guidelines.

Tutoring

- Actively monitor student's progress and provide support where needed.
- Encourage students' self-development and personal expression through PSHE and tutor time sessions.
- Complete relevant tasks to a high standard, including taking of the register and completion of absence returns.



Professional development and wider contribution to the school community

- Proactively engage in continuous professional development to reflect on and improve your teaching repertoire.
- Contribute to working groups, policy development and initiatives where appropriate.
- Participate in arrangements for the appraisal and review of own performance and, where appropriate, that of other teachers and support staff.
- Contribute to the life of the community, particularly by leading and contributing to extra-curricular activities.
- Attend parents' evenings and other meetings/workshops as appropriate.

General well being /safeguarding

- Adhere to the school code of conduct.
- Promote the safety and well-being of students.
- Register, start lessons and tutor periods on time and purposefully engage students for the duration of the period.
- Commit to safeguarding and promoting the welfare of children and young people.

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 child protection matters.
- 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 to meet changing regulations or circumstances.
- All staff members participate in the school's performance management scheme.



PERSON SPECIFICATION - TEACHER

Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Qualified teacher status	<ul style="list-style-type: none">• Commitment to continuing professional development

Experience

Essential	Desirable
<ul style="list-style-type: none">• Have met the Teacher Standards and continue to meet them.• Have a secure knowledge and understanding of own subject/curriculum area.• Evidence of taking responsibility for own professional development.• Evidence of good teaching skills, leading to consistently high standards of achievement.• Knowledge of current developments in teaching and learning.	<ul style="list-style-type: none">• Experience of teaching a second subject.• Experience of using ICT for subject development.• Understanding Experience of personal involvement in the wider curriculum.• Evidence of leading high quality extra-curricular activities.• Evidence of working with other professionals as part of a team. Experience of teaching across all Key Stages.

Knowledge/Skills (Ability to)

Essential	Desirable
<ul style="list-style-type: none">• Develop a broad and imaginative range of teaching skills.• High-level communication and presentation skills applicable to a range of audiences.• Think creatively and imaginatively to solve challenges.• Make effective use of assessment for learning in the classroom.	<ul style="list-style-type: none">• Knowledge of how to use and adapt a range of teaching, learning and behaviour management strategies including how to personalise learning to provide opportunities for all learners to achieve their potential.

Personal Attributes

Essential	Desirable
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<ul style="list-style-type: none">• Enthusiasm for the subject and a desire to communicate that to others.• Commitment to running and leading extra curricular activities, where appropriate.• Commitment to the highest standards of child protection.• Enjoy working with young people.• Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy.• Ability to prioritise, plan and organise own work and that of students.• Effective interpersonal skills.• Self-motivated and a desire to achieve the highest possible standards.	<ul style="list-style-type: none">• Involvement in creative and innovative teaching developments.• Willingness to take on delegated responsibility.• Ability to build on the experience, advice and contribution of others.
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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, we offer:

- Complimentary tea and coffee every day and a fully equipped and pleasant staff room.
- Parking on site
- Early finish to the school timetable on Fridays.
- Free lunch and refreshments on INSET days.
- Free lunch for colleagues if they are staying later to attend parents' evenings.
- Free use of our on-site gym before and after the school day.
- Two week Autumn half term
- A minimum two week break over the Christmas period.
- Time off for celebration of close family events eg child's nativity play, graduation etc.
- Every Colleagues Matters – a group to represent and discuss staff matters.
- 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.

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. 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.

NQT and Post NQT programme

We have a successful and established 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 including a residential weekend and NQT support network.

For NQTs joining HWS we offer a 'Golden Hello' for NQTs in shortage subject areas (up to £750 at the end of each of the first two years).

CPD

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 also encouraged to get involved in extra curricular clubs. These have included:

- Trips as part of curriculum enhancement eg 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
- 1% minimum pay rise approved each year to date
- Performance Related Pay outcomes funded

Other Benefits include:

- Cycle to Work salary sacrifice scheme.
- Reduced rates at local service providers, eg Colets Health Club, Esher Tyre and Exhausts, Tolworth Recreation Centre.
- Membership of either of the following pensions schemes, including a generous employer contribution;
 - Teachers Pension Scheme
 - Local Government Pension Scheme
- Employee Assistance Programme offering free confidential counselling and legal information to colleagues and their immediate family.
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.



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:

Personnel Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

For further information please contact Heather Morey on 020 8398 7161 or via email hmorey@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 School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

