SEDBERGH
SCHOOL

FOUNDED 1525

Candidate Information Brochure

MODERN FOREIGN LANGUAGES TEACHER (FRENCH & SPANISH)

1ST SEPTEMBER 2018

FULL-TIME/PERMANENT



Introduction

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School (13-18 years). The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, it also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School located approximately five miles away at Casterton.

The position is available for September 2018.







Modern Languages at Sedbergh

The MFL Department is dedicated to promoting languages both as a practical skill and as an academic discipline. We seek to produce effective communicators and also passionate linguists with an appreciation for the finer points of linguistic detail and for the cultures embodied in the languages we teach. In addition, we are committed to making languages accessible to all those who study with us, ensuring that all pupils are given equal opportunity to shine, whatever their level. In a subject that requires so much interaction, positive relationships between staff and pupils are essential.

All pupils in Year 9 study any two of French, German or Spanish in mixed ability sets - the only exceptions are pupils with SEN or EAL requirements where one or both languages may be replaced by the appropriate support lessons. Pupils can opt to continue one or two languages to IGCSE and beyond. Pupils are setted at IGCSE where option choices and pupil numbers allow. In addition to timetabled lessons, the Department also runs additional support and extension sessions in the evenings, enters pupils for national competitions such as the UK Linguistics Olympiad and the Juvenes Translatores competition, hosts visiting theatre companies, as well as running events for Sixth Formers though our Modern Languages Society, 'Polyglots'.

The Department has recently adopted the CIE IGCSE specification for pupils in Year 11 and the newly reformed AQA A Level syllabus in the Sixth Form. In light of the changes to IGCSE and A Level examinations in MFL, this is a particularly exciting time to join the Department and help shape the future of the curriculum we offer our pupils.

The Department is housed in the Powell Hall Building. All classrooms are equipped with digital projector, audio system and a networked PC for the Teacher's use; Wi-Fi is also available throughout the Department. We actively encourage the use of laptops and devices within the classroom where appropriate to support learning, and we subscribe to various online MFL resources. In addition, there is a small Common Room for the use of Staff and Sixth Form.

There are currently three Teachers of Modern Foreign Languages, led and managed by the Head of MFL. Each Teacher can offer two languages. We also have Foreign Language Assistants who work with our linguists in Years 11-13 on a weekly basis.

We are looking to appoint a suitably qualified and enthusiastic Teacher of MFL to teach all Year groups from 9-13 inclusive. The ability in particular to teach French and Spanish from beginner to A Level/Oxbridge entry level would be an advantage, though other combinations, including German, will be considered. NQTs, recently qualified Graduates of MFL and experienced Teachers alike are encouraged to apply.

Responsibilities of the Role

The principal responsibility of the Teacher is to encourage and develop the linguistic competence and enthusiasm of the pupils in their classes. The successful applicant should share the vision and goals of the Department, namely to promote a love of and enthusiasm for modern languages. We aim for every pupil to enjoy a positive experience of languages, no matter what their level may be. All pupils should be stretched as far as their abilities allow so that they can reach the highest standard of which they are capable.

The Teacher is responsible in the first instance to the Head of Department and will be a strong team player within the MFL Department, demonstrating enthusiasm and efficiency of working.

Extra sessions run outside of timetabled lessons are common within the Department (particularly during exam season) and all Teachers are expected to contribute where necessary, for example in the conduct of additional speaking lessons with exam classes in Years 11-13. All members of the Department should expect to assist in the running of 'Polyglots'. We are also currently in the process of establishing foreign language exchanges in Spain, Germany and France; experience in leading or co-organising initiatives such as these would strengthen an application.



Person Specification

ESSENTIAL

- Degree level or equivalent in Modern Languages
- Strong empathic and interpersonal skills coupled with a genuine interest in young people and their learning
- Excellent administrative and organisational abilities
- A willingness to share expertise with colleagues
- Ability to teach two languages, ideally French and Spanish

DESIRABLE

- Qualified Teacher Status
- Postgraduate qualifications
- Experience of teaching at MFL to A Level in a School
- Familiarity with Boarding education

Beyond the MFL Department

The successful candidate would be expected to contribute to the pastoral life of the School, as a Resident or Non-Resident Tutor in one of the nine Boarding Houses.

There is also a strong expectation that the successful candidate will participate fully in the School's extensive extracurricular activity programme. All talents are most welcome, including Sport; the School has a national reputation in a variety of Sports. Because of our natural environment, candidates with Outdoor Education experience and qualifications would also be welcome.

In May 2017, the School was graded 'Excellent' in every category of provision by an ISI Inspection; pupils' personal awareness and the provision of extra-curricular opportunities were identified as a particular strength.

Salary & Accommodation

Sedbergh has its own salary scale. The salary of the successful candidate will reflect age and experience. School accommodation may be available.



Application and Appointment Process

The Head of Department, Wendy Swan, is very happy to receive enquiries about the post or application process prior to applying. Please send any enquiries to ws@sedberghschool.org

All applicants must submit an application form giving the names of three referees. A supporting letter and CV will be welcome. Applications may be sent electronically or in hard copy to:

HR Department, Sedbergh School, Sedbergh, Cumbria, LA10 5RY

Or by email to: hradmin@sedberghschool.org

Applications will be acknowledged by email.

The closing date for applications is 12.00pm on Friday 23 February 2018.

Interviews will take place on Tuesday 6 March; candidates will be required to arrive on the evening of Monday 5 March.

Shortlisted applicants will be invited to interview, initially by telephone and subsequently by email. Letters will not be sent.

The interview process will include:

- Supper in a Boarding House and overnight stay with a Housemaster/Housemistress
- Assembly
- A tour of the school with pupils
- Lunch in a Boarding House
- Teaching, observed by a member of staff (details to be provided with interview information)
- Time in the Department (details to be provided with interview information)
- Interviews with the Headmaster and other Senior staff
- A compliance meeting with the HR Manager

The successful candidate will be contacted by telephone in the first instance and the appointment will subsequently be confirmed in writing. Unsuccessful candidates will be notified by telephone and by email; we will be willing to provide a debrief on request.



Roles and Responsibility of all teaching staff at Sedbergh School

Sedbergh School is a boarding School which welcomes Day pupils. The nature of a Sedbergh education is that it is broad and encompasses the full range of human development; Academic, Physical, Aesthetic and Social.

It is a requirement that all teaching staff are directly involved in all areas of School life for four reasons:

1. Teaching staff are role models for the pupils. Pupils have to embrace a broad education and staff must model this behaviour;
2. Pupils live in School and are engaged with School life at all times, they respect staff who demonstrate a similar level of commitment to their own;
3. The School places a high value on teamwork. A shared commitment within the Common Room is essential to the working of the School;
4. The School is operational at all times during Term and staff must be flexible in order to respond to changes of circumstances including boarding arrangements.

The boarding nature of the School means that certain working practices take place which are not found in every School. These affect all teaching staff. Amongst these (but not excluding others) are the following:

1. Teaching on a Saturday morning throughout the year, followed by activities in the afternoon, social duties in the evening and on occasions, until late at night;
2. Teaching lessons or activities until 6pm on weekdays;
3. Administrative meetings which take place in the evening, often starting at 7.30pm after teaching has finished;
4. Provision of Clubs and Societies which may start at 9.00pm after Prep;
5. Activities on Sundays associated with House activities.

This level of commitment is common to major boarding Schools and the staff who work in them do so because they are attracted to the opportunities that such a high degree of vocational commitment conveys. The Common Room is a close community and social involvement within it is a further collegiate expectation and opportunity.

The Job Description that follows is common to all Teaching Staff.
Additional responsibilities do not diminish the commitment expressed in the following Description. Part-time roles or job-sharing may be considered where it meets the needs of the School on an individual basis at the time of application.





Teacher

CONTRIBUTE TO THE COLLEGIATE LIFE OF THE SCHOOL

Responsible for: Maintaining the School Ethos and Reputation of the School
Responsible to: Second Master

1. Maintain high standards of personal and professional conduct at all times and thereby act as a role model for pupils.
2. Uphold the School ethos and rules, taking due regard for professional standards and advice from senior staff.
3. Take responsibility for the behaviour of pupils.
4. Help colleagues who may experience difficulties in their role.
5. Take part in duties as may be reasonably directed by the School's management.
6. Contribute to the spiritual life of the School by attending Chapel and Assembly.
7. Attend staff meetings unless apologies are given and accepted.
8. Complete administrative tasks according to deadlines and with due regard for colleagues.
9. Communicate clearly and promptly with parents if requested to do so.
10. Be informed about, and adhere to Safeguarding regulations and policy.
11. Foster your own professional development by participating in appraisal.

TEACHING

Responsible for: Teaching Subject(s)
Responsible to: Head of Department

1. Be knowledgeable about the subject and its recent development.
2. Be knowledgeable about syllabus content and examination requirements.
3. Foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.
4. Teach students how to 'think' rather than simply 'know'.
5. Teach in an effective manner taking account of the subject, examinations and pupils' needs.
6. Maintain an effective working atmosphere in class and a stimulating environment in the classroom.
7. Teach the strategies needed to pass exams.
8. Plan lessons to achieve these aims.
9. Set Prep and holiday work in an appropriate manner.
10. Mark accurately and constructively, keep records.
11. Ensure that pupils' efforts are properly rewarded.

CONTRIBUTE TO THE WORK OF THE DEPARTMENT

1. Contribute to departmental development and organisation as agreed with the HoD.
2. Share resources ideas and disseminate examples of good practice.
3. Act as an advocate of the Department and advise pupils about option choices at the appropriate times.
4. Provide written reports to contribute to School references.
5. Harbour School and departmental resources so they are used efficiently and stored securely.
6. Contribute to the setting, management, marking and administration of internal and external exams.
7. Contribute to external visits, field-courses etc. that are relevant to the subject.

ACADEMIC TUTORING

Responsible for: Tutoring pupils
Responsible to: Housemaster / Housemistress

1. Review pupils' academic effort and attainment every week and devise responses as may be required.
2. Co-ordinate additional work if required.

3. Support tutees' wider development by attending plays, concerts, matches, etc in which they appear.
4. Ensure tutees are informed about option choices, education and UCAS opportunities, drawing on colleagues for support and guidance as may be required.

BOARDING DUTIES

Responsible for: Welfare of Pupils in a Boarding House
Responsible to: Housemaster / Housemistress

1. Be informed about the House and pupils within it, including health, social and family matters.
2. Be familiar with the organisation and routines of the House.
3. Participate in House events and activities that may include (but not exclusively), music, drama, sports, outings.
4. Maintain a high level of involvement and visibility within the House through dining-in and presence at social events.
5. Take responsibility for the House as directed by the Housemaster/ Housemistress. This is likely to be at least one day per week and on occasional weekends.
6. Apply any School sanctions consistently and with due regard for natural justice.
7. Be informed about School and National policies with regard to Boarding Standards and adhere to those policies.

SPORT AND EXTRA-CURRICULAR ACTIVITIES

Responsible for: Coaching and teaching pupils
Responsible to: Director of Sport / Head of Girls Games / Senior Master/Mistress (Extra-Curricular)

1. Take responsibility for the coaching, teaching or development of:
a) Sports squads or Teams
b) Outdoor Pursuits groups
c) Voluntary Service activities
d) Musical productions
e) Drama productions

2. Organise and support Academic Societies and Clubs.
3. Organise and support extra-curricular visits and events.
4. Undertake all activities according to School and National Governing Body polices and guidelines.



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Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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