



GUILDFORD
HIGH SCHOOL

CANDIDATE INFORMATION PACK

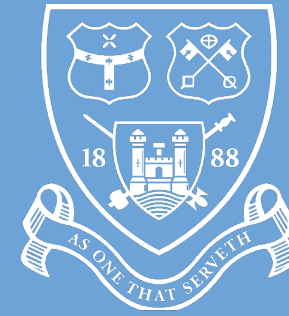
Teacher of German with French

Start date: September 2026

Application deadline: 08:30 Monday 9 March

Interview date: Friday 13 March





“The ethos of excellence at GHS is contagious. The culture is shaped by the joy of lifelong learning and of continually challenging oneself, and feeling comfortable, confident and inspired to do so - both pupils and staff. I really believe this - it’s a special school.”

Ms Ashley Fenton, Director of Drama



Welcome to **GUILDFORD HIGH SCHOOL**

I am delighted that you are interested in applying for the role of Teacher of German with French at Guildford High School, a leading independent day school for girls aged 4-18. With a Junior School, a Senior School and a Sixth Form sharing one site, we encourage a love of learning in our pupils from the very start of their educational journey until they leave us, ready to step out into the world.

GHS is a dynamic and vibrant environment, imbued with curiosity, enthusiasm and ambition. Our classrooms are filled with pupils who are excited to contribute. We are intellectually ambitious, creative and collaborative, a place where pupils and staff champion each other. Our academic excellence – which is widely recognised and for which we regularly win awards – is a natural by-product of these qualities. Our extra-curricular offering is extensive, providing new experiences and learnings for pupils beyond the classroom.

Kindness and care are key characteristics that define school life here. Our pastoral care programme ensures every pupil feels valued and supported. Our staff benefit from regular career development and wellbeing opportunities. This is a warm and inspiring place to learn and to work.

If you have any questions about the role please contact our Human Resources department (human.resources@guildfordhigh.co.uk). We are happy to make specific arrangements for anyone who has access needs or requires further assistance.

Together, our outstanding pupils and staff form a community that embraces all aspects of school life. I look forward to reading applications from candidates who want to join us in this vision.

Karen Laurie, Head





VALUES & VISION

THE GHS 8

One of our overarching aims is to create a whole-school community in which pupils are happy, resilient and confident that they can realise their ambitions. The GHS 8, a set of core values, guides our pupils from the moment they join us. In our school, we create an environment in which individuals can:

- Be happy
- Be positive about their own gifts and abilities
- Maximise potential
- Think and learn creatively and collaboratively
- Develop intellectual curiosity and a love of learning
- Develop the confidence to take risks
- Develop the resilience to cope with adversity
- Be kind and respectful citizens

EQUALITY, DIVERSITY AND INCLUSION

By promoting respect, kindness and belonging, we strive to ensure that everyone feels valued and empowered to thrive. We believe that every individual in our school community brings unique perspectives and experiences that enrich our learning environment.

As part of this ethos, we are committed to encouraging diversity and equality among our staff, and we welcome applications from all backgrounds.

TEACHING AT GHS

At GHS we provide expert teaching for academically able girls, enabling all pupils to develop rich and deep knowledge and understanding and a very wide range of skills, that allow them to take their place in the world – and even to change it.

Teachers at GHS are passionate about their subject and seek not only to provide their pupils with first-class teaching and support, but also to inspire them to share their love of their subject. Teaching at GHS also seeks to foster independent thought and a lifelong love of learning. Our pupils are enthusiastic, self-motivated and intellectually curious, keen to contribute to debate and discussion.

We believe that Rosenshine's Principles of Instruction provide a useful framework for effective teaching to foster deep learning. Teaching and learning is widely discussed in departments and across our staff body, supported by our in-house CPD programme, as well as additional working parties and research groups. Staff are encouraged to support their own professional development through attending courses, webinars and other external CPD opportunities.

All Senior School pupils have an Apple iPad and stylus which supports their studies, accelerating learning and elevating classroom activities. Workflow and resources are generally managed through OneNote, with one or two exceptions such as Art. Despite workflow being digital, you are just as likely to see pupils learning with paper resources in classrooms. We are pleased to be an Apple Distinguished School while running fully integrated Microsoft Office systems, ensuring our pupils have the best learning experience.

Pastoral care is central to our teaching at GHS; with our staff knowing each pupil as an individual. Our classrooms and teaching spaces are full of personal warmth, support, challenge and kindness.



THE DEPARTMENT

The Modern Languages team currently comprises nine full-time and three part-time members of staff and three part-time language assistants. The department is dedicated, vibrant and successful and girls score extremely highly at GCSE, AS and A-level. Each year, a high proportion of our A-level linguists go on to study languages at university, including several at Oxford or Cambridge. Teachers enjoy the support of an industrious and close-knit team who work together and share resources and ideas.

Standards of teaching and learning are extremely high. The department keeps abreast of evidence-informed practice research and regularly shares ideas and resources both formally and informally in order to maintain these high standards and promote pedagogical dialogue. Each classroom is fitted with an Apple TV. All pupils and staff have iPads and teachers have access to a variety of up-to-date and useful resources to help deliver stimulating lessons and develop the full range of language learning skills.

Acquisition of at least one modern language is regarded as an essential part of the education of pupils at Guildford High School. French, German and Spanish are currently taught in the Junior School. French, German, and Spanish are offered in the Senior School; pupils choose two out of the three languages and begin either French or German in Year 7 and their second language in Year 8. Portuguese is available in the Sixth Form and the department supports pupils to complete qualifications in languages they speak at home.

The Modern Languages department hosts a variety of extra-curricular activities including a number of trips designed to enhance learning and encourage depth of knowledge. We hold a Modern Languages Week in the Lent term, with inspirational speakers and a wide variety of fun cultural activities for students. A desire to take part in and/or lead trips and extra-curricular activities is essential.

French and German are taught throughout the Senior School from Year 7 to Oxbridge level. We use the AQA specification for GCSE and A-level. In August 2025, 80% of GCSE candidates in German gained Grade 9 (100% 7-9) and 100% of candidates at A-level achieved A* or A grades. In French, 87% of GCSE candidates gained grade 9 (100% 7-9) and 100% of A-level candidates achieved A* or A grades.





THE ROLE

Job title: Teacher of German with French

Reporting to: Head of Modern Languages

Salary: Competitive

Start date: September 2026

Tenure: Permanent, full-time or part-time

We seek to appoint an enthusiastic and dedicated Teacher of German with French to join our thriving academic community. This is an exciting opportunity for an outstanding teacher with a genuine passion for languages to teach in a collaborative and forward-thinking environment. Full-time applicants will be required to be able to teach French to GCSE; part-time applicants offering only German are also encouraged to apply.

Role specific qualities:

- An excellent linguist who is able to teach German to A-level and, if applying for a full-time role, French to GCSE
- Commitment to academic excellence
- Enthusiastic, motivational with a genuine passion for languages
- Enjoys working with pupils who aspire to study modern languages at university, including at Oxbridge
- Personal commitment to ongoing professional development



“We, as a community, are inspiring each other to be the best that we can be.”

Karen Laurie, Head

JOB DESCRIPTION

TEACHING

- Create a stimulating learning environment in which pupils can acquire new knowledge and make good progress according to their ability.
- Display a high level of knowledge and understanding of the subject matter being taught, and communicate this enthusiastically to pupils.
- Modify teaching as necessary to comply with any recommendations made for pupils with SEND, in accordance with the SEND policy.
- Foster in pupils the application of effort (intellectual, physical and creative), interest in their work, the ability to think and learn for themselves, and self-motivation.
- Display evidence of well-planned lessons, incorporating a range of effective teaching strategies and activities, using high-quality resources and with effective management of class time.
- Ensure that marking of pupils' work is both regular and thorough and that full records are kept in line with the Assessment, Recording and Reporting Policy.
- Ensure that pupil assessment is used to inform lesson planning so pupils can make progress, and evaluate pupil performance both in terms of the school's stated aims and national norms.

CONTINUING PROFESSIONAL DEVELOPMENT

- Attend whole-school inset days and staff meetings (pro-rata for part time staff).
- Implement suggestions made by Head of Department or senior member of staff following lesson observation.
- Attend external inset courses when needed/appropriate e.g. courses run by awarding bodies to provide information about new public examinations specifications or feedback.
- Keep abreast of current pedagogical thinking and development, particularly when specific to subject area(s).
- Complete statutory child protection training every three years as well as annual briefings; including updates to Keeping Children Safe in Education (KCSiE).

PASTORAL CARE

- Contribute to the pastoral care and personal development of pupils and get to know each pupil as an individual.
- Report any pastoral concerns to the relevant form tutor.
- Be fully conversant with the Child Protection policy and report any concerns or allegations to relevant staff member. This includes having an awareness of the school's Prevent Strategy.

JOB DESCRIPTION

DEPARTMENTAL

- Be familiar with and follow all policies laid out in the departmental handbook and attend weekly departmental meetings.
- Assist the Head of Department with and take direction on the development of schemes of work and assessment material.
- Share resources and training materials with colleagues. Any resources made by teachers whilst in the employment of the school are the school's 'intellectual property' and resource sharing is therefore actively encouraged.
- Contribute to departmental activities, e.g. enrichment work, clubs, societies and trips.

Please note that this job description is not intended to be all inclusive and the post holder may perform other duties reasonably required by the Head.

WIDER SCHOOL LIFE / OTHER

- Write record cards and reports to be sent to parents in accordance with the Reporting and Parents' Evening Policy and attend Parents' Evenings.
- Attend and contribute to relevant meetings when required.
- Be involved in a House and attend House meetings and support House events.
- Attend and support assemblies and extra-curricular events.
- Be familiar with all key school policies, including the Health and Safety policy, Fire policy and First Aid policy, and those published in the School Handbook on the intranet.
- Awareness of, and adherence to, the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and respect for the protected characteristics of the UK 2010 Equality Act.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • A record of good academic achievement including a relevant honours degree (2.1 or above) • PGCE/QTS or the ability to successfully obtain ITT at GHS via the School Direct Programme • Excellent linguist who is able to teach German to A-level. The ability to teach French to GCSE will be an advantage • Excellent oral and written English skills
Personal Qualities	<ul style="list-style-type: none"> • High levels of personal and professional integrity • Commitment to academic excellence • Enthusiastic, motivational with a genuine passion for languages • Works with energy, dynamism and resilience, and works well as part of a team • Personal warmth, good rapport with pupils, colleagues and parents • Excellent communication, organisation and problem solving skills • Able to prioritise and manage time effectively • Appropriate levels of personal presentation • Confident use of IT
Teaching and Learning	<ul style="list-style-type: none"> • Excellent knowledge of the relevant curriculum • Evidence of creative and innovative approach to teaching and learning including the appropriate use of IT • Enjoys working with pupils who aspire to study Modern Languages at university, including Oxbridge • Commitment to improving, monitoring and evaluating teaching and learning
Philosophy and Ethos	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people • High expectations for pupil attainment, personal development and conduct • Commitment to best practice in pastoral support and student welfare • Promotes a culture of equality, diversity and inclusion among pupils and colleagues so everyone feels they fully belong • Commitment to helping with extra-curricular activities and curriculum enrichment



APPLICATION PROCESS

GHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Please note that the School reserves the right to appoint at any stage during the recruitment process, so please submit your application as soon as possible. Unless you stipulate otherwise, we retain all applications for up to twelve months.

Closing date: 08:30 Monday 9 March

Interview date: Friday 13 March

Start date: September 2026

An online application form should be completed via the link on the recruitment pages on our website. Any queries about the position should be directed to the HR department: human.resources@guildfordhigh.co.uk

Applicants selected for interview will be informed within 10 days of the closing date for application.

We do endeavour to respond to all applications; however, applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful.

Shortlisted candidates who have access requirements or any other requirements for the interview day should please inform the HR department, who will be happy to make arrangements.

REFERENCES AND ONLINE CHECKS

References will be requested prior to interview. Online checks will also be undertaken for shortlisted candidates in accordance with 2025 KCSIE Regulations.

We require references from individuals who can speak knowledgeably about your professional abilities in a similar role, including your current or most recent employer. Please provide professional (not home) addresses and email contacts for your referees. We will conduct additional checks to ensure the safety and welfare of children.



WORKPLACE BENEFITS

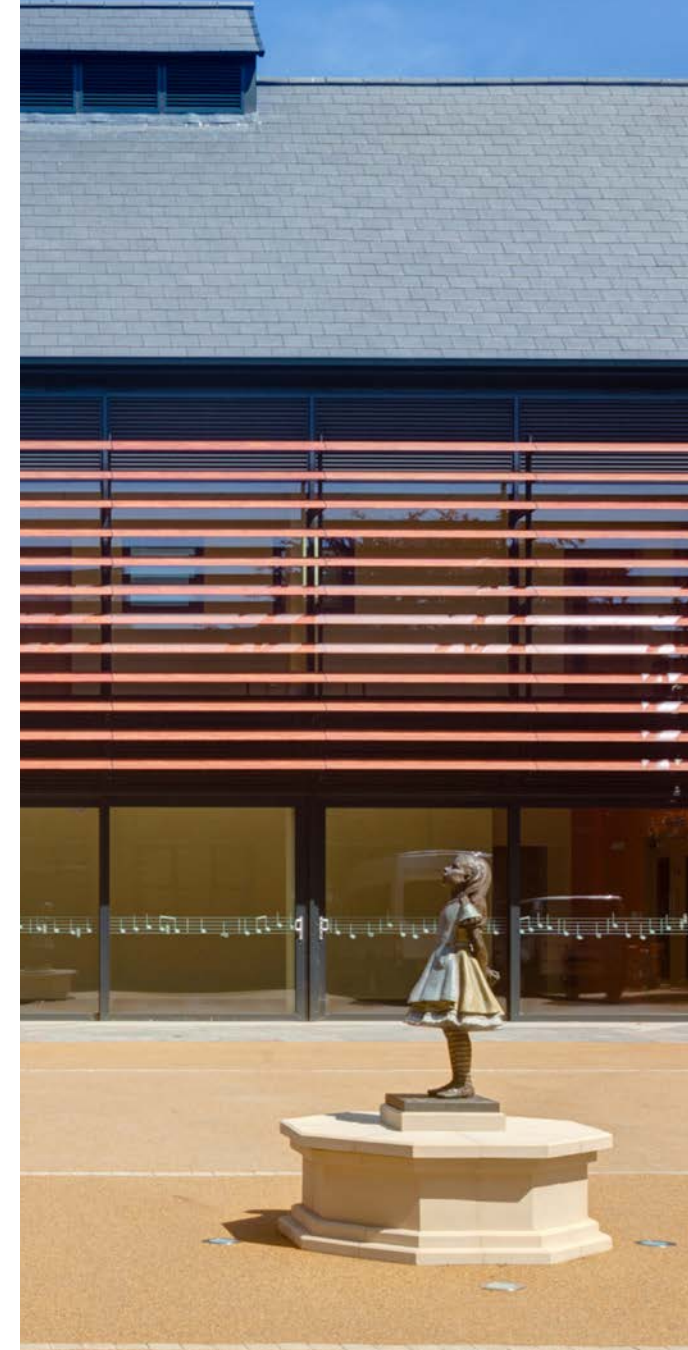
FINANCIAL BENEFITS

- A competitive pay structure with clear opportunities for progression
- Generous contributory pension scheme
- Discounted fees across United Learning Independent schools 33.3% for the first child, and 50% for any other children (pro-rata for part-time staff)
- Discounts and cashback opportunities with Westfield Rewards
- Enhanced parental leave
- Cycle to work scheme
- Car leasing scheme
- Discounted vehicle breakdown cover
- Free will writing service
- Life Insurance for all permanent staff

OTHER BENEFITS

- Help towards the cost of essential healthcare with Westfield Health Cash Plan*
- Same day virtual GP appointments*
- Discounted gym memberships
- Free annual flu vaccine
- Free annual on-site chair massage
- Access to GHS fitness suite and swimming pool
- On-site café
- Lunch for all staff during term-time
- Employee assistance programme
- A supportive company sick pay policy
- Regular staff social events
- Access to materials in School library
- An annual review process that includes a tailored programme of personal development

**After 6 months service*





Guildford High School, London Road, Guildford,
GU1 1SJ

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LOCATION

Guildford High School is ideally situated in the heart of the historic town of Guildford, Surrey.

Transport:

- Fast rail links from Guildford mainline station with direct routes from Woking (8 minutes) London Waterloo (37 minutes) and Wimbledon (45 minutes)
- A two minute walk from London Road (Guildford) railway station with direct rail links from Wimbledon (41 minutes) and London Waterloo (59 minutes)

Local amenities:

- Guildford town centre is a short walk from the School and has a wide selection of shops, cafes and restaurants
- Stoke Park adjoins the School, with extensive green space nearby
- Two theatres, live entertainment venue and cinema