

# ST. OLAVE'S GRAMMAR SCHOOL

Founded in 1571

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Foreign Language Assistant (German)

From September 2024

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# From the Headteacher

Thank you for your interest in St. Olave's Grammar School.



St. Olave's is a wonderful school where you will find staff who know their pupils well and serve their individual needs, and where there is a strong sense of pride and loyalty throughout the school. We welcome pupils of all faiths and backgrounds, championing dignity and respect for all. This brings diversity and richness, which is a real strength of the school.

There is an emphasis on nurturing young people to have the wisdom, honesty and strength of character to make the right choices and have the very highest aspirations. Our academic results speak for themselves; we are one of the country's most successful voluntary-aided selective schools. This is testament to the talents of our staff and pupils alike.

Academic, sporting, cultural and moral excellence is celebrated and encouraged, within and beyond the classroom. Our co-curricular programme is outstanding; sport, music, drama, DofE, clubs and societies are very strong. We want our pupils to participate fully in the life of the school so they become independent and creative young people who will make their mark in the world. Olavians will be encouraged not to be preoccupied by the fear of failure, but be prepared to give things a go even if there is a risk of not succeeding.

If you are looking for a place to work, then please do come and visit us or explore our website at [www.saintolaves.net](http://www.saintolaves.net).

The atmosphere in our School is truly unique – it is a community which is welcoming, caring and inspiring. This is enriched further by the number of Old Olavians who return to school after they leave, offering their support and guidance to our current pupils.

Andrew Rees



# About St. Olave's

If you are looking for a new challenge or you are starting your career, then please do come and visit us or explore our website further. St. Olave's is a thriving Grammar School in Bromley. The atmosphere in our School is truly unique – it is a community which is welcoming, caring and inspiring.

St. Olave's Grammar School is an OFSTED 'Outstanding' forward-looking selective Church of England school where academic standards are very high, rivalling the best schools in the country; our naturally able and inquisitive pupils are a delight to teach.

Set in the leafy suburbs of Orpington, with access to good transport links, St. Olave's is a wonderful school where you will find staff who know their pupils well and serve their individual needs, and where there is a strong sense of pride and loyalty throughout the school.



Excellence is celebrated and encouraged. Though there is an emphasis on academic rigour, the school embraces and supports a wide range of activities outside the classroom. This is underpinned by a strong set of values based on trust, dignity and respect.

If you are looking for a place to work, then please do come and visit us or explore this website further.



We are a Voluntary Aided selective Church of England school which admits 4 forms of entry of boys at age 11, from a wide variety of backgrounds across a broad area of South London, and takes both boys and girls into the Sixth Form.

This is enriched further by the number of Old Olavians who return to school after they leave, offering their support and guidance to our current pupils.



# From the Staff

"The pupils are fantastic, and I really enjoy working here. I feel proud to work here. Staff including SLT go above and beyond and really care."

The school prioritises the wellbeing, dignity and morale of its staff and pupils, actively investing in professional development as we very much feel that people make our environment.

**Pip**  
**Teacher of English** "St. Olave's was my first teaching post after completing my training and now almost ten years on, I'm still here, which is perhaps the easiest way to commend.

St. Olave's is a happy and fulfilling place to work. It has offered me great opportunities for development; I became a Head of Year early in my career and felt nurtured and supported in the role, and learnt a lot as a result.

The students are definitely one of the best things about working at St. Olave's; they are bright, capable, polite and like to rise to a challenge. It is a privilege to teach students with such inquisitive minds and determination to succeed. Teaching both girls and boys in the 6th form is another aspect of working here I really appreciate and enjoy.

Staff are friendly and supportive, and colleagues look out for one another. Many of the teachers with whom I work I now count as good friends."

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**Max**  
**Teacher of Physical Education** "Joining as an ECT was a daunting prospect, but the support has been amazing and really helped me settle into teaching. Weekly mentor

meetings are insightful, and colleagues are eager to offer a helping hand through observations, team teaching and discussions. ECT sessions with other ECT's are well-structured and encourage discussions around pedagogy for the unique cohort at St. Olaves.

The students are full of character, eager to learn and there is a real sense of pride between them. Something I have found particularly encouraging are the friendships students have between year groups, which emphasizes the value of community.

I appreciate the extensive co-curricular programme and have been involved in fixtures against other schools and a tour within the UK. I am looking forward to the tours abroad in the future. I have thoroughly enjoyed my first year at St. Olaves – it has been fun and rewarding."

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**Caroline**  
**Head of Biology** "For me, the experience of teaching at St. Olaves has always been characterised by the quality and character of our students, and the supportive and creative learning environment within which I work.

Our students really do love to learn. Even when they try to disguise it, their curiosity and their hunger for understanding shines through, and because they are essentially very motivated and focused, we as teachers have the freedom to really teach and to convey the passion we have for our subject. Our students are both interesting as individuals and interested, often driving the learning environment with their own questions and ideas, which are sometime quirky and original, but which are nearly always thought-provoking!

The staff at St. Olave's are an incredibly supportive community. Being a relatively small school, we know our students well and are able to identify problems early, sharing ideas and strategies for effective resolution of issues. I have also always valued the fact that, in our teaching, we are free to follow our own creative instincts while still working within a curriculum plan that is carefully thought through."

# From the Students

"I have many fond memories from St. Olave's that will stay with me throughout my life."

"I applaud the strong culture in St. Olave's that promotes the school ethos effectively."

## Year 12

"Wellbeing, supporting and discussing future beyond school, helping engage and form interest in subjects beyond the curriculum, wide range of clubs and societies available, lots of opportunities for leadership roles, amazing teaching and lessons."

## Year 7

"I like the competition and that teachers don't limit us but push us to achieve the best we can (without an overwhelming amount of pressure). Also, I love the fact that there are so many activities outside lessons - we are spoiled for choice."

## Year 11

"Exceptional academic excellence is commonplace and high expectations and standards are maintained through the brilliant staff at school. The school boasts a huge number of societies and extra-co-curricular opportunities which I personally am heavily involved with."

## Year 13

"Olave's is a home away from home, from seeing friends every day to studying in lessons with such passionate teachers. It feels like everything I am provided with will give me the best head start in life possible. Extra-curricular activities are so varied and provide us with the platform to grow our interests in subjects we are passionate about."



## Year 13

"I know that I can go into the real world and be confident about what I can achieve."

## Year 10

"The teaching and the wellbeing system is outstanding and makes me proud to call myself an Olavian. The teachers are great - supportive and passionate. I have really enjoyed playing hockey for the school and participating in the F1 in Schools competition."



# Staff wellbeing and development

"The school is committed to a healthy work life balance during term time."

For all teaching and support staff, a balanced annual programme of professional development is essential to support personal professional development and aspirations and support first-rate pastoral care, academic excellence and development of the Olavian Community.

Professional development takes many forms, including:

1. Whole staff sessions held in person in school
2. Whole staff sessions held remotely via Teams
3. Departmental training
4. Peer-to-peer and Line management lesson observation in-school, plus developmental feedback and professional dialogue.
5. Visiting other schools and/or being part of an inter-school peer - to - peer network
6. Cross-phase school or university visits which inform teaching and learning practices
7. Engagement in multi-part in-person or online courses which take place over time
8. Support for National Professional Qualifications and post-graduate courses
9. Participation in real-time webinars or on-demand training courses (for instance as available via The National College subscription)
10. PD may be led by school staff, led by external providers or self-directed
11. Staff may express an interest in leading a PD session and access additional non-contact time for preparation
12. An Outstanding Teachers' Programme and Middle Leadership Development Programme

The School also is committed to a healthy work life balance during term time, including:

1. Non-contact time is above the Government recommended allowance
2. Number of data-drops have reduced to ensure input of data is manageable
3. Investment in IT both with regards to interactive boards within classrooms but also the laptops and iPads for staff
4. Regular reviews of assessment and marking policies so marking of students' work remains manageable
5. Availability of School Counsellor for staff
6. Free tea and coffee which is also served at break (sandwiches prior to Parent's evening)
7. One unpaid wellbeing day per academic year
8. Email protocols so staff are rarely emailed during evenings or weekends
9. Investments in classrooms, building and grounds
10. A wellbeing dog, which staff can walk during school day
11. Regular staff consultation meetings so staff can raise questions, suggest innovations and be part of whole school decision making.

# Teaching and learning

“The school is committed to a healthy work life balance during term time”

The curriculum is everything that happens in the school which helps students learn and develop knowledge, understanding, skills, values and attitudes. Learning takes place in the classroom and also, for example, through games, assemblies, theatrical and musical productions, residential courses, educational visits and community work.

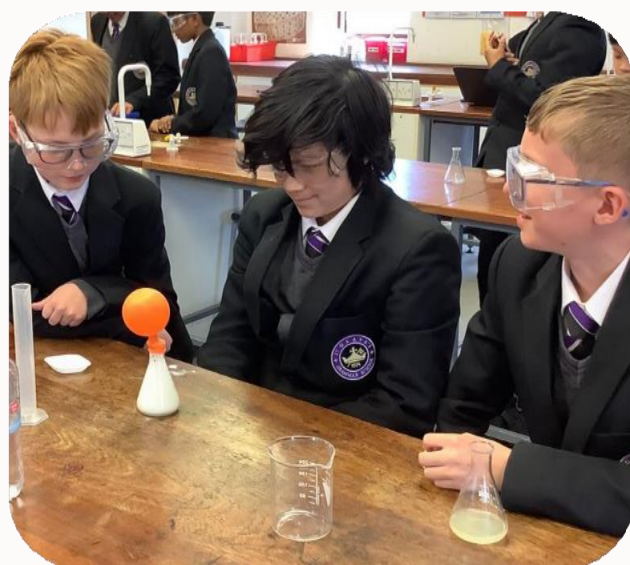
The curriculum at St. Olave's is predicated on the prioritisation of engagement, challenge and enrichment, and is influenced strongly by the school's unique ethos with a strong focus on scholarship and on students developing a real sense of intellectual curiosity.

The fostering of each of the ten Olavian characteristics is a key goal of our curriculum. This policy is organised by considering the intent of the curriculum, its implementation and how its impact is assessed.



of any barriers or challenges they may face, to cultivate and realise the highest aspirations for their futures within and beyond the school, and to embrace skills and knowledge which go above and beyond that which is usually anticipated or required at any given key stage.

Our curriculum is carefully sequenced to ensure that pupils can access new learning from a solid basis of prior learning, that learning is systematically revisited to ensure that key ideas are firmly embedded in the memory, and to enable secure and steady progress as pupils develop in age and ability.



The broad and ambitious curriculum that St. Olave's offers for all pupils prioritises engagement, challenge and enrichment.

It seeks to promote a profound and abiding sense of joy in learning, both to enrich the individual and to ensure that they, in turn, might enrich the wider world by sharing their gifts.

All of our pupils are highly able and through our curriculum, we seek to empower all, irrespective



# Pastoral Care

We want our students to be happy and successful at school and leave St. Olave's as caring, self-disciplined, independent young adults with an appreciation of moral and social responsibility and the skills necessary to play a full and positive role in society.

Our extensive Relationships, Sex and Health Education (RSHE) programme fulfils an important function in giving students an understanding of their moral role in the School and in the wider world, while our Home-School Agreement sets out the respective responsibilities of the School, parents and pupils.

The Form Tutors work as a team with the Head of Year, setting the tone for behaviour and standards, and together they monitor closely each student's academic progress. The Head of Year will support the Tutors in implementing the highest level of care and will become involved at those times when a student requires additional guidance.



For students going through difficulties, we also have an on-site Wellbeing Practitioner and a Bromley Y Wellbeing Practitioner.

All of our pupils are highly able and through our curriculum, we seek to empower all, irrespective of any barriers or challenges they may face, to cultivate and realise the highest aspirations for their futures within and beyond the school, and to embrace skills and knowledge which go above and beyond that which is usually anticipated or required at any given key stage.

Our curriculum is carefully sequenced to ensure that pupils can access new learning from a solid basis of prior learning, that learning is systematically revisited to ensure that key ideas are firmly embedded in the memory, and to enable secure and steady progress as pupils develop in age and ability.



# Co-Curricular

We are proud to offer a wide variety of Co-Curricular Clubs, Societies.

Co-Curricular activities are available for students to build on existing talents whilst developing new skills and interests here at St. Olave's with a vast range of opportunities, often jointly led by senior students that take place during the school week, on weekends and during the school holiday periods. Student led events, such as our annual Cultural evening and Black History Month Show, embrace the diversity and richness of our school.



# Department Information

## Faculty of Modern Foreign Languages 2023-2024

|                     |  |
|---------------------|--|
| <b>Staffing</b>     |  |
| Mrs L. Probodziak   | Spanish Lead/German/Latin              |
| Mrs I. Saunders     | Head of French                         |
| Mr M. Birtchnell    | Assistant Headteacher, German / French |
| Ms J. Napier        | French and German                      |
| Mrs L. Prestipino   | Head of German                         |
| Dr M. Pickett       | Spanish and French                     |
| Mme N. Komuves      | French language assistant              |
| Frau G. Cranenburgh | German language assistant              |
| Senora C. Tobitt    | Spanish language assistant             |

### **Ethos**

We encourage a vibrant classroom atmosphere with lessons that aim to be interactive and challenging, with high levels of participation. A steady stream of students gain places in MFL at the universities of Oxford or Cambridge. There is a considerable focus on comprehension of authentic spoken and written material, and on oral practice, as well as on essay planning and translation. A firm grammatical foundation is established in order to deepen the students' knowledge about how language works and vocabulary is continually extended. Cultural knowledge of the German-speaking world is embedded in our Schemes of Work through watching films and listening to authentic music, as well as reading magazines and literature. Interim assessments are often based on past papers so that students are fully familiar with the demands of the exams.

The *Onatti* theatre company regularly performs plays in German to students in Years 9 and 10. Sixth Formers take turns to present on language-related issues in our successful Languages Society and also write articles for and edit the *Languages Journal*. We have also successfully taken part in the *UK Linguistics Olympiad*, as well as the *Oxford German Olympiad*, the *International German Olympiad*, among others. Sixth Form students are encouraged to attend Open Days and lectures at high-ranking universities, as well as plays, and visit film study days at the *British Film Institute*.

### **Facilities**

Modern languages teaching takes place in a suite of four first-floor rooms. Each room has a whiteboard and projector, and there are display cabinets in the rooms and the corridor. The Language assistants have their own office. There are good resources including books, stationery, DVDs, etc. The school's wireless ICT network with full Internet facilities is available to staff who all have a laptop, and there are further computers in the Common room and also access in the library and the IT rooms. Photocopying can be given to the Reprographics Department next to the Library.

### **Curriculum**

The timetable is organised on a 60-period fortnightly cycle with periods lasting 50 minutes. Most groups are timetabled for fortnightly language lessons in one of the IT suites, and we subscribe to various websites.

#### **Year 7**

One modern language among: French, German or Spanish is taught in Year 7 in forms, with 6 periods a fortnight, alongside Latin.

#### **Year 8**

All 4 forms continue with 4 lessons a fortnight of the modern language they studied in Year 7 and, in addition, students can choose to start one of the modern languages which they did not study in Year 7 if they drop Latin, as a second language in an accelerated class for 5 lessons a fortnight.

### **Year 9 – Year 11**

Pupils must take at least one language to GCSE and may take two. In KS4 all languages have 5 lessons a fortnight, including 1 fortnightly session with the language assistant in Years 10 and 11. Students follow the AQA specification (GCSE).

### **Year 12**

French and German are offered at AS level, following the AQA specification. Pupils have 10 periods a fortnight, plus a weekly session with the language assistant.

### **Year 13**

French and German are offered at A-Level, leading to terminal examinations with AQA. Pupils have 11 periods a fortnight, plus a weekly session with the language assistant.

## **Course books and Materials**

### **French**

|             |                        |
|-------------|------------------------|
| Year 7      | Dynamo 1               |
| Year 8      | Dynamo 2               |
| Year 9      | Studio GCSE AQA French |
| Years 10/11 | Studio GCSE AQA French |
| Year 12     | AS AQA French          |
| Year 13     | A-Level AQA French     |

### **German**

|             |                        |
|-------------|------------------------|
| Year 7      | Stimmt 1               |
| Year 8      | Stimmt 2               |
| Year 9      | Stimmt GCSE AQA German |
| Years 10/11 | Stimmt GCSE AQA German |
| Year 12     | AS AQA German          |
| Year 13     | A-Level AQA German     |

### **Spanish**

|         |                                |
|---------|--------------------------------|
| Year 7  | Claro 1                        |
| Year 8  | Claro 2                        |
| Year 9  | AQA Spanish Higher Level (OUP) |
| Year 10 | AQA Spanish Higher Level (OUP) |
| Year 11 | AQA Spanish Higher Level (OUP) |

## **Trips and Activities**

### **French**

|             |   |
|-------------|---|
| Year 7      | 1-day-trip to Boulogne  |
| Year 8      | 1-day-trip to Aachen Christmas Market   |
| Year 9      | 8-day French exchange with the <i>Institution de la Croix Blanche</i> in Bondues near Lille, Nord-Pas-de-Calais |
| Year 10     | 5-day residential visit to Normandy   |
| Years 12/13 | 3-day residential trip to Paris   |

### **German**

|             |   |
|-------------|---|
| Year 7      | 1-day-trip to Boulogne  |
| Year 8      | 1-day-trip to Aachen Christmas Market   |
| Year 10     | 8-day German exchange with the <i>Integrierte Gesamtschule</i> in Wilhelmshaven, Germany. |
| Years 12/13 | 4-day residential trip to Berlin  |

### **Spanish**

|         |  |
|---------|--|
| Year 9  | 5 day trip to Valencia                         |
| Year 10 | 5 day residential trip to Madrid and Salamanca |

**Language Assistants**

Sixth-form students have weekly sessions with the assistants whose role it is to improve students' oral skills and help prepare for their chosen oral topics. Students in Years 10 and 11 have fortnightly conversation lessons in small groups.

**Inset**

There is an MFL budget for CPD and staff are encouraged to go on relevant Inset in order to keep up to date with the latest specifications, courses and methodology. Our regular Faculty meetings have a clear focus on Teaching & Learning, and we aim to work together as much as possible, supporting each other's professional development and sharing resources and ideas.

# Main Duties & Responsibilities

## A. Achievement and Standards

- To be accountable for excellent performance of all pupils within your teaching groups.

## B. Personal Development and Well-Being

- To have high expectations of students and be committed to ensuring that they can reach their full potential.
- To understand how the development of young people is influenced by a range of developmental, social, religious, ethnic, cultural and linguistic influences.
- To know how to identify potential child abuse or neglect and follow safeguarding procedures.
- To be Form Tutor and to carry out pastoral duties including discipline, attendance, punctuality, reports, assemblies and form rooms, etc., as detailed in the Staff Handbook.

## C. Quality of Provision

- To teach well-organised, engaging and motivating lessons with high levels of challenge, questioning and articulation.
- To ensure best practice is sought and integrated into teaching and learning.
- To have a secure knowledge and understanding of your subject and any recent relevant developments.
- To know the assessment requirements and arrangements including public examinations.
- To ensure that data and pupil information are used effectively to inform teaching and learning [including SEN].
- To support students so that they can be reflective and are able to identify how they can improve.
- To encourage high standards of academic and personal achievement, appearance and conduct in all pupils.
- To be committed to the pastoral life of the School, taking account of diversity, promoting equality and inclusion, and managing student behaviour in line with the School's Behaviour Policy.
- To establish a safe and purposeful learning environment.
- To contribute to the wider life of the School and its co-curricular activities.

## D. Wider Professional Aspects

- To contribute to departmental development, acting upon the direction and feedback of your line-manager or HoD.
- To have a creative, collaborative and constructive approach to innovation and be prepared to adapt your practice.
- To keep up-to-date with school developments and professional duties, and to carry out a share of supervisory duties.
- To be a role model exemplifying the highest standards of classroom practice and professional conduct.
- To evaluate your performance and be committed to your own professional development.
- To understand the roles of colleagues with specific responsibilities for groups of learners [e.g. SENCO, Heads of Year]

## E. To take responsibility for other areas as may reasonably be requested by the Headteacher.

### **Professional attributes and personal qualities**

- A willingness to grasp the Olavian Grammar School ethos of scholarship, excellence and the highest aspirations.
- A good honours degree with a passion for your subject and the ability to share this with students.
- An interest in the challenges and demands of teaching the most able students.
- A proven track record of excellence in the classroom or on a teacher training programme.
- At least two references with recent knowledge, including a referee from the most recent employer/Head-teacher.
- The resilience and stamina to cope with the demands of the job and work to deadlines.
- Good inter-personal skills and the ability to build professional relationships with colleagues, students, parents, Governors and outside agencies.
- A well-developed sense of proportion and humour, with a positive and enthusiastic outlook.
- Personal and professional integrity.
- An interest in the international dimension with a commitment to an integrated multicultural community.
- Willingness to embrace the school's core Christian values.
- Competence in ICT.

# Information about this role

We seek an experienced, qualified Foreign Language Assistant (German) to further support our exceptional Modern Foreign Languages department who is:

- Fluent in German, ideally a native speaker
- Knowledgeable of the requirements of the GCSE and A level speaking exams, or willing to learn
- Pro-active, forward thinking and a team player
- Enthusiastic
- Able to inspire students and understanding of their needs as language learners
- Able to impact students to be the best they can be
- Positive, creative and determined
- Educated to GCSE level with C or above in Maths and English
- Empathetic, resilient, and flexible
- Experience of and/or interest in supporting students with SEND

The MFL Faculty has considerable examination and university success, with students gaining places at the universities of Oxford and Cambridge.

## Reporting line and Remuneration

Reporting to:

Head of German

**Salary:**

NJC Salary Scale, Outer London remuneration based on hours worked, currently £22.31 per hour.

**Working Time:**

Part-time, term time only, 34 paid weeks per year/27 actual working weeks. The number of hours will vary year-on-year to accommodate student numbers, but we would expect it to be in the region of approximately 15 to 20 taught lessons per fortnight.

**Location:**

St. Olave's Grammar School, Goddington Lane, BR6 9SH.

## How to apply

**Closing Date**

Midday on Monday 18 March 2024.

**How to apply**

To submit an application form for this position, please click on 'Apply now' in the TES advert to upload a form pre-filled from My CV. Please contact [ttaylor@saintolaves.net](mailto:ttaylor@saintolaves.net) if you have any problems submitting this form.

**Enquiries**

Should you have any enquiries, please contact Mrs Taylor, the Headteacher's P.A. at [ttaylor@saintolaves.net](mailto:ttaylor@saintolaves.net)

**Interviews**

Interviews will take place as soon as possible after the closing date but suitable candidates may be interviewed before the closing date and St. Olave's Grammar School reserves the right to withdraw the position if an early appointment is made.



# Safeguarding and Child Protection Policy

We are committed to the safeguarding of children and all appointments will be subject to an Enhanced Disclosure and Barring Service check.

## Safeguarding

St. Olave's Grammar School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

Online searches may be performed as part of due diligence checks for shortlisted candidates.

## Equalities

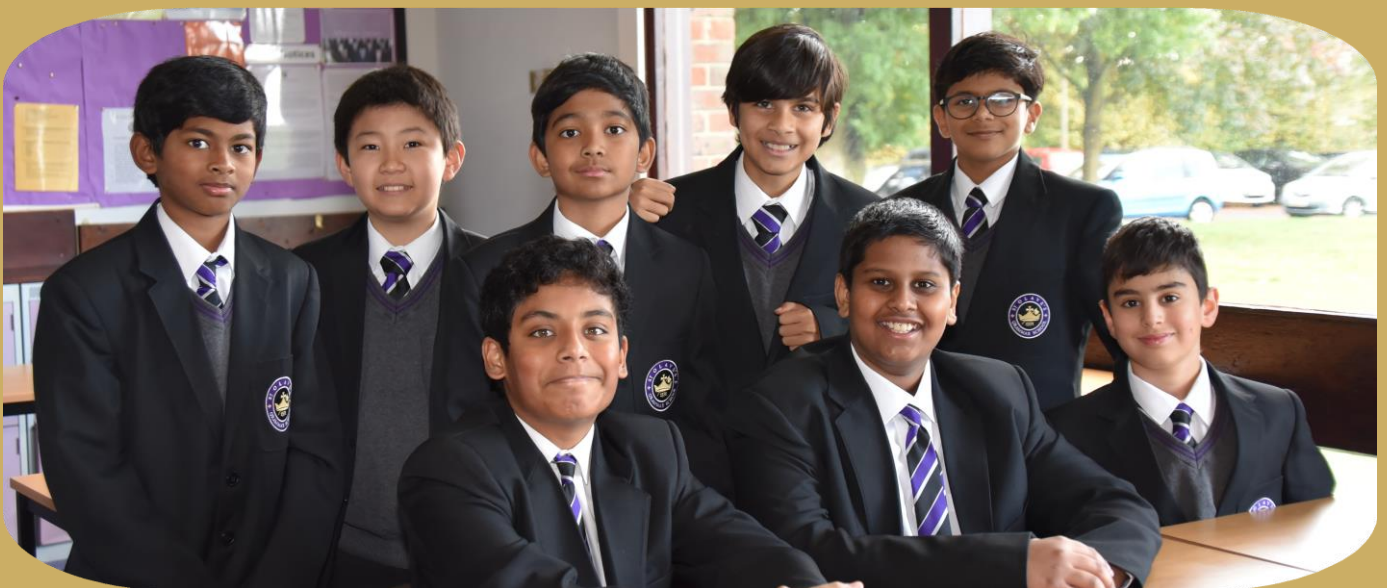
Implementation of the school's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

## Privacy Notice

The St. Olave's Grammar School Job Applicant Privacy Notice (available via [www.saintolaves.net](http://www.saintolaves.net)) sets out what personal data we the School, hold about you and how we collect and use it during and after the recruitment process. It applies to anyone who is applying to work for us, whether as an employee, worker, contractor, consultant, volunteer, governor, apprentice (together referred to as 'Job Applicant' or 'you').

## Child Protection

Policies relating to all aspects of the school, including Child Protection can be found at [www.saintolaves.net](http://www.saintolaves.net)



# ST. OLAVE'S GRAMMAR SCHOOL

Goddington Lane, Orpington, Kent, BR6 9SH

01689 820101

[www.saintolaves.net](http://www.saintolaves.net)

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Twitter: @saintolaves

Instagram: @saintolavesschool

LinkedIn: @St Olave's Grammar School

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