



# JACK HUNT SCHOOL (TRUST)

A Specialist Language and Sports College



## Application Pack





# Jack Hunt School (Trust)

A Specialist Language College and Sports College

Bradwell Road, Peterborough, PE3 9PY  
Tel. 01733 263526 Fax 01733 330364  
email [info@jackhunt.net](mailto:info@jackhunt.net)  
website ~ [www.jackhunt.net](http://www.jackhunt.net)

Headteacher: Mrs P J Kilbey, BEd (Hons), PG Dip Ed, NPQH  
Group 8 (11-18), Roll 1740 (251 in Sixth Form)

***“A securely good school” – Ofsted January 2017***

## HOME LANGUAGE EXAMINATION INSTRUCTORS (casual)

We require Home Language Examination Instructors on a casual basis supporting the speaking and listening element of public examinations.

We are looking for native speakers of Mandarin, Cantonese, Polish, Arabic, Portuguese, Italian, Russian, Punjabi, Turkish or Persian

Salary will be paid at £17.31 per hour.

**Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.**

**The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.**

***The Governing Body of Jack Hunt School is committed to safeguarding and promoting the welfare of children and young people.***

***Further details and how to apply are available on the Jack Hunt School website:  
[www.jackhunt.net](http://www.jackhunt.net)***

**Closing date: Thursday 1 March 2018 at 9.00 am**



Our Head Prefect Team 2017-2018





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## A Specialist Language and Sports College

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Headteacher: Mrs P J Kilbey, BEd (Hons) PG Dip Ed NPQH  
Deputy Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab Med PGCE AST

### Welcome Letter from Headteacher

February 2018

Dear Applicant

### Application for post as Home Language Examination Instructor

***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Thank you very much for your interest in the above vacancy. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

Our priorities as a school are to continue the laser sharp focus on raising attainment and improving progress whilst providing a caring and aspirational environment for our students where they are given a range of opportunities to experience and excel in. We are an inclusive, truly comprehensive school committed to achieving the best outcomes for all our students. We want them to achieve more than they themselves thought possible.

We have won a number of awards for our work, especially the exceptional progress our students make from their starting points; our students attend Russell Group Universities; represent England and Great Britain in a range of Sports; and contribute positively to the school and wider community. The successes we have had and the excellent reputation we have in the City has been as a result of the relentless hard work of the entire staff body.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the school website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Mrs P J Kilbey  
Headteacher



Our Head Prefect Team 2017-2018



JACK HUNT TRUST  
One Community • One Vision





## **JACK HUNT SCHOOL JOB DESCRIPTION**

***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

<b>Post:</b>	<b>Home Language Examination Instructor (casual)</b>
<b>Hourly rate:</b>	<b>£17.31 per hour</b>
<b>Accountable to:</b>	<b>Examinations Manager / Lead Specialist Teacher Languages</b>
<b>Date reviewed:</b>	<b>January 2018</b>

Home Language Examination Instructors work on a casual basis, which means that Jack Hunt School supporting the speaking and listening element of public examinations. The casual nature of the role means Jack Hunt School is not obliged to offer any hours of work, and Home Language Examination Instructors are not obliged to accept any hours offered.

### **Key Responsibilities:**

- To attend training as required to ensure full understanding of the requirements of the Home Language Examination Instructor role.
- To practically apply the knowledge of the Home Language Examination Instructor role including planning speaking tasks and applying Examination Board criteria to assess students as required.
- To apply knowledge and understanding of good working practices regarding Safeguarding Children in a school environment (*training provided*).
- To provide personal availability for exam periods in good time to allow forward-planning.
- To attend Jack Hunt School on specified days for Speaking and Listening exams.
- To follow the guidance of the Examinations Manager to manage exams according to national and local guidance, and to be responsible for ensuring process compliance within each exam session.
- To report any problems that may occur in a timely manner to the Examinations Manager.
- To deal appropriately with any forms of cheating and to bring this to the immediate attention of the Examinations Manager.
- To pre-plan Speaking and Listening examinations in accordance with Examination Board guidelines. To liaise with the Lead Specialist Teacher Languages examinations regarding Speaking and Listening examination content.
- Translate examination material into native language to enable the speaking and listening exam to proceed at GCSE and/or A Level
- Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside Jack Hunt).
- Be aware and comply with all internal policies and procedures associated with this role, such as, Exams Policy, Exams Contingency Policy, Medical Procedures and Fire Evacuation Procedures.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



## **APPOINTMENT OF HOME LANGUAGE EXAMINATION INSTRUCTORS**

We require Home Language Examination Instructors to assist the Examination Office with Speaking and Listening Examinations.

Hours are variable depending upon examination timetables, i.e. which examinations are on which days.

Successful applicants will work on a casual basis. Salary will be paid at £17.31 per hour on a claims basis in arrears.

Training will be provided.

If appointed to a post, it will be on the understanding that you are prepared to undergo an Enhanced DBS check.

### **Person Specification**

Ideally, we are looking for the following skills, qualities and experience:-

#### **Essential:**

- A high regard for confidentiality.
- Demonstrate initiative and be able to fulfil flexible working arrangements.
- Have the ability to fulfil all spoken aspects of the role with confidence in your native language and English.
- The ability to work well as part of a team and on an individual basis.
- Alert and vigilant at all times.
- A good organiser.
- A willingness to be trained and acquire new skills.
- Be a native speaker and have mastery of your native language and be able to communicate clearly.
- Be a native speaker in one of the following: Mandarin, Cantonese, Polish, Arabic, Portuguese, Italian, Russian, Punjabi, Turkish or Persian

#### **Desirable:**

- A formal language qualification demonstrating a high level of language acquisition in your native language.

### **Application Procedure**

Please complete an online application which can be accessed via the following link [www.jackhunt.net/careers](http://www.jackhunt.net/careers). Closing date for online applications is Thursday 1 March 2018 at 9.00 am.

**Applicants are asked to indicate in their application how they fulfil the above criteria.**

**It is essential that the application is fully completed. Omissions may lead to your application not being accepted.**

Thank you in advance for your application.