



HINCHLEY WOOD LEARNING PARTNERSHIP



Application Pack

Languages Assistant (German)



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

Part of the Hinchley Wood Learning Partnership



March 2021

Dear Applicant

Languages Assistant (German)

To commence as soon as possible

5 hours per week, £14.02 total per hour

We are currently looking for someone with excellent German language skills and able to enhance students' learning and confidence through a greater understanding of the language and culture. Key duties will include supporting identified students in a range of settings including working 1:1 and small groups.

A positive and flexible approach is essential. Other qualities required include patience, excellent communication and motivational skills, and being able to work as part of a supportive team building good relationships with colleagues and students. If you feel you can help students achieve the best they can we would very much welcome your interest.

The pattern of hours will be agreed with the successful candidate, term time only. If you have further questions or would like to visit prior to application please get in touch, via email: hr@hinchleywoodschool.co.uk or phone 0208 398 7161 and speak to Jo Rogers

Hinchley Wood is an inclusive and high achieving school located between Surbiton and Esher in, Surrey, celebrating student progress and development as well as academic achievement. We are one of the top 200 performing schools in terms of the progress our students make between the end of Key Stage 2 and their GCSEs, and highly sought after with 1,350 students on roll including 270 in our 6th form.

I look forward to receiving your application by **Monday 20th September 2021 (9am)**, early applications are welcome.

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.

Yours faithfully

Ben Bartlett
Executive 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 2020, 96% 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. At A Level, our students achieved 100% pass rate with 77% of students achieving A*-B grades and 96% 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)***

In July 2019 our status changed to become a multi academy trust. The Hinchley Wood Learning Partnership was formed and we welcomed Hinchley Wood Primary School into the Partnership in October 2019.



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:



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



Extract from the Staff Code of Conduct

Our Code of Conduct sets clear guidance on the standards of conduct and behaviour expected from all staff at Hinchley Wood Learning Partnership (HWLP). The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of behaviour and minimise the risk of inappropriate conduct occurring and to safeguard staff and pupils.

School staff are in a unique position of trust and influence as role models for pupils and other staff. Therefore, all staff must adhere to behaviour that sets a good example to all members of the school community. Staff have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and the work setting.

CORE PRINCIPLES

The welfare of pupils is paramount and all staff should always act, and be seen to act, in each child's best interests.

Staff should work, and be seen to work, in an open and transparent way. All staff working within HWLP are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

As part of the School's positive safeguarding culture, staff must have a regard for the need to safeguard children's well-being in accordance with statutory provisions. All staff should know the name of the overall Designated Safeguarding Lead (DSL), and must be familiar with child protection arrangements and understand that they have a responsibility to speak up immediately about safeguarding and welfare matters within the school, and to external agencies where necessary, to safeguard and protect pupils.

PROFESSIONAL BEHAVIOUR AND CONDUCT

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Hinchley Wood Learning Partnership expects staff to treat each other, pupils, parents/carers and the members of the wider community with dignity and respect at all times. All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are given the highest priority.
- Staff must have regard for the ethos and values of the Hinchley Wood Learning Partnership and must not do or say anything which may bring the School or Trust Board into disrepute.
- Staff should act in accordance with the school's policies and procedures at all times.



Department Information

The Modern Foreign Languages Department is a dynamic, enthusiastic, and forward-looking team of eight teachers and three foreign language assistants. We are a strong team that strives to enthuse and inspire our students in their learning of Languages and provide each student with the absolute best experience of learning a language. All teachers and assistants work together as a team, meeting regularly to share ideas and resources, with the aim of motivating students and raising standards. We are a department that is engaged in the latest developments in Languages teaching and we are proud of our drive to keep developing and enriching the Teaching and Learning of Languages.

Within the department, there is a Head of Modern Foreign Languages, a Coordinator of KS4 and there is potential in the future for further TLR roles. 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.

As Hinchley Wood School is part of a growing Multi Academy Trust, we are incredibly pleased to be teaching French to KS1 and KS2 at the neighbouring Hinchley Wood Primary School. Currently four teachers within the department teach French there, in addition to teaching at the Secondary School.

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, visualizer and interactive whiteboard.

Our Aims

We passionately 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. We also do our best to support students with 'community' languages to gain a qualification in these languages.

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 can opt for two languages. Approximately half the KS4 cohort opt for at least one language and a steady number of pupils are opting for two languages at GCSE. 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 offers a wide range of extra-curricular opportunities and has two thriving exchanges to Germany and Spain. Our 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.



Other opportunities include:

- 'Languages Week' in September, including a language festival celebrating the many languages at Hinchley Wood School
- Regular KS3 competitions, for example European Bake Off, Art inspired competitions and many more
- Year 9 Language Ambassadors Programme: students take the initiative and organize Language Clubs for younger year groups and teach primary students
- KS3 and 4 Spanish Exchange for Years 9 and 10
- KS4 German Exchange for Years 10 and 11
- GCHQ Languages presentation and event
- BFI Film Trips for A Level
- Year 12/13 University/Theatre trips



JOB DESCRIPTION :	MFL ASSISTANT
RESPONSIBLE TO:	Head of MFL
IMPORTANT FUNCTIONAL RELATIONSHIPS:	MFL Teachers
Scale Point:	17
HOURS:	As per contract, term time only

Job purpose

- To support teaching staff with the effective delivery of teaching in specified languages: Spanish, French and/or German by enhancing the students' learning experience through a greater understanding of the language, and within the context of the culture and knowledge of the country.
- To support access to learning for identified students under the direction and guidance of the line manager in order to maximise achievement, while encouraging independence.

Job specification

- To enhance the learning experience for students by working alongside them to increase their understanding of the specific country and culture, and progress in learning the language.
- To support the classroom teaching in undertaking exercises in speaking, pronunciation, writing and comprehension skills in order to increase students' confidence and attainment in the language.
- To support a specific student or group both within the classroom and to withdraw with student/s from class, as required by class teacher, to support the implementation of planned work programmes.
- To help prepare students for examinations, both oral and written.
- To motivate and encourage students, and help them to develop their self-esteem, interaction and confidence in the language.
- To liaise with line manager and appropriate teaching staff to ensure support is targeted, effective and efficient and be flexible to the varying needs of each supported student.
- To establish and maintain good relationships with all students, colleagues and other professionals.
- To act as a role model, setting high standards and expectations.
- To prepare appropriate materials and resources, for use in the classroom and within the department.
- To utilise ICT effectively to support learning activities.
- To maintain records of supported lessons including student progress, achievement and problems, and provide verbal and written feedback as required.
- To assist in escorting students on educational visits and participate in extra-curricular activities as required.
- To attend relevant meetings and training sessions.
- To understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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 safeguarding and 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.
- All staff members participate in the school's performance management scheme.

PERSON SPECIFICATION

Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none">• Studied to a minimum standard of GCSE (grade A*–C) or equivalent in native country, in English.• Fluent speaker in German, Spanish or French.• Experience of working with children/young people• An understanding of the importance of language learning in the curriculum and an enthusiasm to support the teaching process. <p>Desirable</p> <ul style="list-style-type: none">• First Aid Qualification• Native of Germany, Spain or France or studied to degree level in either of these languages.• Experience of supporting secondary school age students.
Knowledge and Skills	<p>Essential</p> <ul style="list-style-type: none">• Ability to build and form good relationships with students and colleagues• Ability to relate well to and motivate young people.• Good verbal and written communication skills appropriate to the need to communicate effectively with students, colleagues and other professionals.• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.• Good standard of literacy skills.• Ability to absorb and understand a wide range of information. <p>Desirable</p> <ul style="list-style-type: none">• Ability to use ICT software packages and equipment effectively to support learning.• Working knowledge of behaviour management strategies.• Understanding of child development and learning principles.• Knowledge of requirements regarding curriculum delivery and learning strategies
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none">• A diplomatic and patient approach.• Able to deal appropriately with confidential information/situations.• Able to follow direction and work in collaboration with line manager.• Able to work flexibly to meet deadlines and respond to unplanned situations.• Efficient and meticulous in organisation.• Initiative and ability to prioritise one's own work.• Desire to enhance and develop skills and knowledge through CPD.• Commitment to the highest standards of child protection and safeguarding.• Recognition of the importance of personal responsibility for health and safety.• Commitment to the school's ethos, aims and its whole community• Recognition of the importance of personal responsibility for health & safety.



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:

HR Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

For further information please contact Jo Rogers on 020 8398 7161 or via email hr@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).

