



# MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL  
BOYS 7-18 & SIXTH FORM GIRLS

## Information Pack

**Part Time Spanish  
Language Assistant**

**One-year Fixed Term  
Contract**

To start September 2024

Closing Date: Midday,

Thursday 6<sup>th</sup> June 2024

Interviews: week beginning  
Monday 10<sup>th</sup> June 2024





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## Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work. We celebrate our 550<sup>th</sup> anniversary in 2030, and we have ambitious plans for the decade ahead.

A lot happens at MCS. The various sections of our website ([www.mcsoxford.org](http://www.mcsoxford.org)) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

*H. C. Pike*



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BOYS 7-18 & SIXTH FORM GIRLS

## The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and to serve.

The school will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a School that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 980 pupils, boys 7-18 and Sixth Form Girls, and 200 staff who learn and work on the school's central Oxford site.

## The Role

The School is seeking to appoint a part time Spanish Assistant from September 2024. This is a one-year fixed term contract. The successful candidate will be a native-quality speaker of Spanish and will be preparing pupils for oral examinations at IGCSE and A Level. It is anticipated that the successful



candidate will teach in the region of 20 lessons per week during term time; each lesson being 30-40 minutes long. It is envisaged that the lessons would take place across three or three and a half days of the week.



MAGDALEN  
COLLEGE SCHOOL  
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BOYS 7-18 & SIXTH FORM GIRLS

## The Department

The Modern Languages Department consists of eight teachers, six language assistants and four Waynflete Academics. The aim of the department is to infuse pupils with an enthusiasm for language and culture while insisting on academic rigour.

Modern Languages are strongly established in the school, and all pupils take at least one Modern Foreign Language (French, German, Mandarin and/or Spanish) to IGCSE level. A good number take at least one Modern Foreign Language in the Sixth Form (Edexcel A-Level for Spanish). Examination results are impressive across all three languages (French, German, Mandarin and Spanish): at IGCSE in 2023 57% of entries were graded 9, and 89% were graded 9-8; at A Level in 2023, 42% of grades were A\* and 92% of grades were A\*-A.

A number of Sixth Form pupils choose a language-related subject for Waynflete Studies: the School's unique extended project taught in conjunction with members of the University. Furthermore, on average ten candidates per year are successful in gaining places to read a languages-related degree at Oxbridge and other leading universities.

Modern Languages teaching takes place in a suite of six well-resourced classrooms in the Quincentenary building. In addition, there are two departmental offices and two smaller rooms for conversation classes with the foreign language assistants. We make use of our own resources wherever possible, but pupils in IGCSE classes generally have their own textbooks. Additionally, the department makes regular use of ICT, films, supplementary reading resources and grammar workbooks.



The department organises study trips abroad, as well as a range of enrichment opportunities, such as trips to theatre productions and public lectures and hosting speakers at MCS. We also encourage



MAGDALEN  
COLLEGE SCHOOL  
INDEPENDENT DAY SCHOOL  
BOYS 7-18 & SIXTH FORM GIRLS

pupils to enter the UK Linguistics Olympiad, the Anthea Bell Translation Competition, and the Stephen Spender Prize. An enthusiastic approach to assisting with and fostering such enrichment activities will be advantageous.

## The Candidate

The successful candidate will:

- take a keen interest in the welfare of pupils;
- show clear commitment to safeguarding children;
- be a native-quality Spanish speaker;
- be educated to degree level;
- show clear enthusiasm for the subject and inspire language learners;
- ideally have experience of teaching Spanish in a secondary school;
- teach in an engaging manner either 1-1 or with small groups in a highly successful Spanish department, preparing pupils for oral examinations at IGCSE and A Level;
- prepare, adapt and publish weekly timetables around pupils' timetables and commitments;
- create resources to support oral lesson teaching;
- have or develop a detailed understanding of oral examination requirements;
- set clear expectations for pupil behaviour during oral lessons;
- have excellent written and spoken communication skills;
- have sound IT skills;
- have the ability to work collaboratively and effectively as part of a wider team;
- display a high level of attention to detail;
- work hard to support pupil progress;
- be willing to take part in continuing professional development;
- respond positively to feedback.

The Spanish Assistant will report to the Head of Spanish, and ultimately to the Bursar via the Deputy Head (Academic).



MAGDALEN  
COLLEGE SCHOOL  
INDEPENDENT DAY SCHOOL  
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## Application Process

Candidates should submit the “MCS Application Form for Teaching and Support Staff” which can be found on the Job Vacancy link of the website ([www.mcsoxford.org](http://www.mcsoxford.org)). To access [Click here](#). To apply for the position please send the following two documents to the Recruitment Officer, Miss Yelena Molcanova ([recruitment@mcsoxford.org](mailto:recruitment@mcsoxford.org)).

1. “MCS Application Form for Teaching and Support Staff” Form
2. CV (Curriculum Vitae)

All documentation should be sent no later than **Thursday 6<sup>th</sup> June**, at midday. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

**References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.**

We anticipate holding interviews in the week beginning Monday 10<sup>th</sup> June, which will include a taught session. We will be in contact with shortlisted candidates by telephone. Please be aware that all shortlisted candidates will be requested to complete a “Self-Disclosure” form before attending their interview.

## Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.



**MAGDALEN  
COLLEGE SCHOOL**  
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BOYS 7-18 & SIXTH FORM GIRLS

## Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s). This role will be in regulated activity and will require a children's barred list check as well as an enhanced DBS check. The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.



## Remuneration and other benefits

Language Assistants' work cycle is 9 months starting in September with an hourly rate of £39.74 (holiday pay of 5.6 weeks pro-rata will be calculated separately and added to the final pay).

Language Assistants are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a



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COLLEGE SCHOOL  
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BOYS 7-18 & SIXTH FORM GIRLS

comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions. There is a wide range of benefits on offer to staff, including a free lunch during term time, free private health insurance and complimentary use of school sports facilities. Head to [mcsoxford.org/vacancies](http://mcsoxford.org/vacancies) to find out more.

Staff are encouraged to make use of the Senior Common Room within and after the school day, as an area for work, study, relaxation and shared discussion outside departments. Tea and Coffee are served in the SCR at morning break, lunch is provided in the Dining Hall, and cakes and cut fruit are



available in the SCR at the end of the school day. Staff socials, guest nights and Master's Drinks are regular features of each term.

### Professional Development

The school places a significant emphasis on the professional development of all staff. A half termly CPD & Teaching Newsletter is distributed by email, which aims to highlight educational research and practical ideas, to share ideas from courses and conferences attended, to offer guidance on opportunities





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COLLEGE SCHOOL**  
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BOYS 7-18 & SIXTH FORM GIRLS

for CPD, and to highlight the work of colleagues in the area of teaching and learning. All colleagues are encouraged to attend at least one external CPD course each year, and also to visit another school, place of work or university, where appropriate. The Teaching & Learning Group meets before school twice per half term. Its purpose is to consider developments in educational research, to facilitate discussion of teaching and learning, to offer a forum for the sharing of good teaching practice, and to support colleagues in experimenting with new teaching techniques.

### **Additional Information**

Please note that MCS is an urban school, with limited parking. Candidates who have been offered a post will be invited to make representations in the term preceding their arrival to the Usher (Senior Deputy Head) for a parking space. If you have any questions or require additional information, please contact the HR office: 01865 253401.

