



Recruitment Information Pack

Head of German

Location - Holt, North Norfolk, UK

Required for: January 2020 (although a September 2019 start may be possible)

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Message from Douglas Robb, Headmaster

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,

A handwritten signature in black ink, reading 'Douglas Robb', with a long horizontal line extending to the right.

Job Description: Head of German

REPORTING TO: Head of Languages

The Department

The department comprises 2 full-time teachers and 1 assistant.

This job description describes the practical purpose and main elements of the role. It serves as a guide to the nature and most significant aspects of the post as they exist currently, but is not intended as a wholly comprehensive record of all aspects of the post.

Teachers at Gresham's demonstrate consistently high standards of professional and personal conduct, whilst maintaining high standards of ethics and behaviours, which uphold the reputation of the school in the wider community. It is an expectation that our teachers have proper and professional regard for the school's ethos, policies and practices and to always act within the statutory frameworks which set out their professional duties and responsibilities.

The Department

Take-up for German is strong at all levels, bucking the national trend. A typical year 9 set is approximately 16-20 at beginner level, with frequently a small number of 'false beginners', who are generally taught alongside the main set, with language assistant support as appropriate. In addition there are sometimes advanced speakers, for whom bespoke arrangements are made.

At GCSE level the pupils are prepared for the Eduqas/WJEC German GCSE. In the Sixth Form we offer Eduqas A level and IB German B, both SL and HL, along with *ab initio* when demand is sufficient. 10-12 native-speaker pupils take Group One German at SL or HL each year.

In addition to a full-time native-speaker IB teacher who also teaches some German as a Foreign Language as well as German for native speakers, the department is lucky enough to have a permanent native-speaker language assistant, who is also a qualified teacher. The course taught at year 9 and 10 is *Zoom!*, though we are not slaves to the textbook and have a very well-stocked range of books, periodicals. In the Sixth Form *Zeitgeist* and *Deutsch im Einsatz* are used.

The department runs a very successful programme of trips, with an annual 5 day trip to Berlin, Vienna and Munich each December on a rotational basis and a beginners' trip to Cologne and Bonn during the summer half-term holiday. There are also regular trips to Germany for the Group One pupils, where the emphasis has been on literary history, alongside museum and theatre visits.

Pupils regularly apply for university courses with a German or other foreign language element. We have enjoyed good Oxbridge success, the most recent case being last academic year.

The MFL department is a very supportive and cohesive department. All staff embrace a love of languages, promote the core ideas of 'languages for all' and are not at all sectarian in their approach. The department joins together for a wonderfully inclusive 'Modern Languages Theatre Evening' each year, where pupils and staff perform a range of songs, music and play excerpts. The German department itself has a flourishing German Society and a number of native speakers studying for their IB offer German language support as part of the CAS programme.

Head of Department

This job description describes the practical purpose and main elements of the role. It serves as a guide to the nature and most significant aspects of the post as they exist currently, but is not intended as a wholly comprehensive record

of all aspects of the post. The role of a Head of Department is a significant management position within the school, and therefore requires the enthusiasm, flexibility and initiative to respond to circumstances if necessary.

This Job description should be read alongside the Job Description for a teacher.

The Head of Department is responsible for:

- The high standards of teaching and learning within the department. The Head of Department is expected to lead discussions and activities which promote best practice within the department
- Maintaining a full awareness of specification developments and disseminating this to the Department
- Promoting a departmental culture of self-review, lesson visits, good practice and support within the school Continual Professional Development structure, the performance review structure and initiatives from the academic leaders in the school
- The data-tracking of pupils, working closely with the Director of Studies to enable the School's use of data to support teaching and learning
- Monitoring the marking and assessment within the Department, with a key focus on feedback
- Attending meetings of the Heads of department
- Working closely with the Head of Exams on public examination entries and procedures including non-exam assessments (NEAs), and the internal exam sessions
- Support NQTs as appropriate
- Managing the departmental budget
- Managing detentions in the department
- Managing Elective support in GAPS time.
- The organisation of departmental teaching allocations in liaison with the Director of Studies
- Attending the annual subject meeting of the local independent schools group
- To liaise with opposite number at the Prep School
- To interview scholarship candidates where necessary
- To oversee the marking of entrance exams
- The profile of the department within the School, and the Head of Department is therefore responsible for the extension programme within the department and should be seen as the point of reference for pupils and parents in addition to class teachers

The Head of Department should expect to be seen to be promoting the culture and ethos of the school and be a leading practitioner in the department. All Head of Department will take an appropriate role in the co-curricular life of the school.

As a teacher, the Head of Department will be expected to

- Plan lessons carefully and deliver them professionally in accordance with the departmental schemes of work and regulatory standards.
- Develop strong and sympathetic relationships with pupils, and plan and teach in light of pupils' educational needs. Appropriate setting and marking of work will be carried out, with a strong focus on the efficacy of feedback.
- Grade and record pupils work, assessing progress, attainment and attitude to learning of pupils in order to ensure pupils fulfil their potential.
- Write individual and formative reports and offer thoughtful remarks to the Head of Languages and Deputy Head (Academic) when relevant.
- Have high expectations of the pupils, with particular focus on attitudes to learning.
- Incorporate resources into teaching, including use of ICT to effectively promote learning.
- Contributing to the academic enrichment of pupils, the extension of the most able and preparation of students for tertiary education, including electives in GAPS time.

- Assist with academic surgeries (Electives), Supervised Studies, revision sessions, and the like under the direction of the Head of Languages and Deputy Head (Academic).
- Attend parents' receptions.

Wider expectations.

- Attend staff briefings, INSET and staff meetings.
- Take an active role in own professional development, attending courses as required, sharing information with colleagues as appropriate to encourage development of other members of staff.
- Cover lessons when requested, and invigilate exams when requested.
- Make good use of school email, replying to colleagues, pupils and parents appropriately and in a timely manner.

The post holder will be expected to contribute to the co-curricular life of the School as appropriate. This contribution will be discussed at interview.

Key Requirements

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| A good Degree in German and Qualified Teacher Status | ✓ | |
| Experience of teaching GCSE and A Level German | ✓ | |
| Ability to teach Dutch, Italian or another Modern European Language | | ✓ |
| Experience of teaching the IB | | ✓ |
| Professional Experience | Essential | Desirable |
| Genuine enthusiasm for languages and literature | ✓ | |
| An experienced teacher capable of delivering dynamic and effective lessons to the full age and ability range of students | | ✓ |
| Ability to work in a team | ✓ | |
| Personally committed to continuing professional development | ✓ | |
| Experience of independent and/or state boarding environments | | ✓ |
| Personal Competencies and Skills | Essential | Desirable |
| Be committed to safeguarding the physical, emotional and mental well-being of young people | ✓ | |
| An outstanding teacher | ✓ | |
| Professional appearance and manner | ✓ | |
| Excellent practitioner able to inspire pupils | ✓ | |
| Appropriate attitudes to the use of authority and maintaining discipline | ✓ | |
| Ability to maintain confidentiality appropriate to the setting | ✓ | |
| Able to exercise good motivational skills | ✓ | |
| An ability to communicate effectively with pupils, parents and staff | ✓ | |
| Physically, emotionally, resilient and grounded | ✓ | |
| Enthusiasm and willingness to contribute fully to the life of a busy boarding school | ✓ | |
| A person prepared to be flexible | ✓ | |
| Patience and a sense of humour | ✓ | |
| Driving licence | ✓ | |
| Good ICT skills | ✓ | |

REMUNERATION AND OTHER BENEFITS

Salary for the post is based on the Gresham's Academic Pay Structure and dependent on experience.

- Gresham's Pension Scheme
- Fee Remission
- Private Health Scheme
- Free school lunch during term-time
- Car parking on site is also available

Personal Details

Eligibility to work: For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

Disclosure and Barring Service: Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months (Data protection policy available on our website: www.greshams.com).

Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Passport and/or UK driving licence (including a photo-card);**
- **A UK birth certificate**
- **UK firearms licence**
- **EU photo identity card**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances.
- Completion of Educare Child Protection Training.

Safeguarding

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, to follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

Warning

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

How to Apply

If you would like to apply for the position, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV;**
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Submission of applications - All application forms should be returned to applications@greshams.com or by post to:

HR Department
Gresham's School
Old School House
Church Street
NR25 6BB

Please submit your application by the closing date of **Friday 21st June 2019** if your application is submitted after this time, we will not be able to accept it.

Interviews will take place **Wednesday 26th June 2019**

Start date: January 2020 (although a September 2019 start may be possible)

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who have been selected for interview.



*THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:
TEACHER TO PUPIL, PUPIL TO TEACHER AS WELL AS PUPIL TO PUPIL AND TO THE WIDER COMMUNITY.*



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