

Applicant Information



St
Augustine's
Priory

Teacher of
Russian
(approx. 70% FTE)



St Augustine's Priory

Teacher of Russian

(Approx. 70% FTE, with the possibility of additional hours teaching EAL)

Dear Applicant,

Thank you for the interest you have shown in the post of Teacher of Russian at St Augustine's Priory and welcome to our inspirational school which is at a very exciting stage of its development. Our mission is to deliver excellence in all aspects of this unique school - we do this through nurturing and empowering our passionate staff, by hiring exceptional talent, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability and be equipped for life.

St Augustine's Priory is a Catholic, independent day school for girls aged 3-18 with boys in the Nursery. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

The school is set in 13 acres of beautiful grounds with magnificent views. We are currently in the midst of a three phased building development programme. Here girls have the physical, mental and emotional space to grow intellectually in an environment which both supports and provides plenty of challenges. Our results are excellent and we pride ourselves on instilling in girls a love of learning. We are committed to preparing girls for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

We have been in Ealing for over one hundred years and we represent a wonderful continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove relentlessly to offer girls the best education possible; we continue in this tradition. Our girls are dynamic, ambitious and a pleasure to teach. Our staff room is happy, welcoming and supportive of the excellent contribution all our staff members make to all aspects of our busy school life. We offer a broad and varied curriculum with rich opportunities for personal development and training.

We invite you to consider joining us on an exciting journey.

Mrs S. Raffray MA NPQH



Headteacher

Mission Statement

We are an all-through, inclusive Catholic girls' school, with boys in the nursery, committed to preparing girls for life long effectiveness and success. As part of their journey girls will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

Dear Applicant

Thank you for the interest you have shown in the post of Teacher of Russian at St Augustine's Priory.

This brochure aims to give you a clear picture of life at our School, offer some information about how the teaching of Languages is organized, planned and delivered here, as well as give clear and transparent guidance and information about what the post involves, the criteria for selection and the process of selection itself.

Contents

- Information about the Modern Languages Department
- The Job Description
- The Person Specification

There is a separate application form and applicants should pay particular attention to its accurate completion.

Should you have any further queries please do not hesitate to contact the School. You are also welcome to arrange a preliminary visit to the School at a mutually convenient time.

I trust this brochure will be informative and helpful in making the decision to apply for this post, and I look forward to receiving your application.

Yours faithfully

Mr A. Alejandro
Head of Modern Languages

Information about the Modern Languages Department

Staffing

- Head of Languages, teaching Spanish from KS2 to KS5.
- Faculty Head of Arts, teaching French from KS2 to KS5 and Spanish at KS3.
- Junior School Modern Languages Co-ordinator, teaching French from KS2 to KS5.
- Part-time teacher of Spanish, teaching from KS3 to KS5.
- Part-time teacher of Spanish, teaching from KS2 to KS3.
- Part-time teacher of Russian, teaching from KS3 to KS5

Our Modern Languages Curriculum

The Modern Languages department aims to develop a love of language learning. It guides its students to be able to communicate effectively in the target language through speaking, writing, and understanding. As well as focusing on grammar and its practical application, the Modern Languages team endeavours to develop cultural knowledge and understanding of the countries and communities where the language is spoken.

Preps

Mandarin is taught in Prep I, II and III (Reception, Year 1 and Year 2). Our girls have an introduction to pronunciation, reading and writing, and also experience and celebrate different aspects of Chinese culture.

Juniors

Mandarin continues in the form of a Junior Club, offering both continuity to those who enjoyed learning the language when in the Preps, as well something fresh and exciting to those new to St Augustine's Priory.

French learning commences in Lower I (Year 3) and continues throughout the Junior school. Once in Upper II (Year 6), our girls are able to put their learning into practice during a three-day residential trip to Côte d'Opale in France.

Spanish is introduced in Lower II (Year 5) and our girls find that they are able to progress quickly due to the skills and knowledge they have built through learning French.

Having both French and Spanish on the curriculum in the Junior school is a wonderful advantage of studying at St Augustine's Priory. Additionally, lessons are taught by language specialists who also teach in the Senior school. This ensures that your daughter is challenged academically and it guarantees a smooth transition between Key Stages 2 and 3.

Seniors: Key Stage 3

Modern language classes at Key Stage 3 are taught in sets so that those who learnt French and Spanish in the Junior school can continue to be stretched and challenged whilst newcomers to

languages can feel comfortable as they embark on their learning. We are a French Hub working in partnership with the Institut Français and girls can join this by invitation.

Russian is introduced in Form III (Year 7) as an alternative option to Spanish.

There is a Senior Mandarin Club for those with an interest in learning the language and about Chinese culture.

Seniors: GCSE

Whilst it is not compulsory to take a language for GCSE, almost all girls at St Augustine's Priory choose a language as one of their options, with some even opting for two.

French: IGCSE Edexcel

Russian: Edexcel

Spanish: IGCSE Edexcel

Seniors: A Level

The A Level course offers an opportunity to study a language in depth, tackling a variety of academic topics and global issues in the target language. We often have girls who go on to read languages at university.

French: AQA

Russian: Edexcel

Spanish: AQA

Trips and Events

Upper II (Year 6)

Côte d'Opale, France

Three Days, Cultural Activities, Pen Pals, Hotel

Lower IV (Year 8)

Lille, France

Five Days, Homestay, Language Lessons, Cultural Activities, Pen Pals

Lower V–Upper VI (Year 10–Year 13)

Salamanca, Spain

Five Days, Homestay, Language Lessons, Cultural Activities

Lower V–Upper VI (Year 10–Year 13)

Avignon, France

Five Days, Homestay, Language Lessons, Cultural Activities

Clubs, Activities and Events

- Conversation Club
- Foreign Language Film Club
- Modern Languages Day
- Modern Language Plays (external)
- Modern Languages Surgery
- Pen Pal Exchanges
- Spelling Bee

Russian at St Augustine's Priory

All students who commence learning the language tend to continue it to GCSE level and a high percentage of them to A Level. Russian learning has been a part of our school for a number of years and it attracts a range of students and not just those with Slavic backgrounds. Classes tend to be small and, as a result, fast paced and very high achieving. In recent years there has been an increase in numbers with our latest beginner's group having ten girls.

The Job Description

Job Description: Part-time teacher of Russian

Salary:

The post-holder will be paid on the appropriate point of the St Augustine's Grading Scale. We have our own pay scale which is above the maintained sector.

Line of Responsibility:

The Teacher is directly responsible to the Head of Modern Languages on curriculum matters and the Senior Form Teachers for Year Group issues.

Job Content:

Strategic Purpose

- The basic duties of a teacher are outlined in the staff handbook.
- All members of staff are expected to contribute to the rich extra-curricular life of the school.

Operational Responsibilities

Teaching

- Teach Russian
- Plan work in accordance with departmental Schemes of Work
- Take account of students' prior levels of attainment and use them to inform planning.
- Set work when required for absent students.
- Maintain good discipline by following the school's policies and procedures.
- Establish a purposeful working atmosphere during all learning activities.
- Set appropriate and challenging work for all students.
- Identify and work appropriately with 'Special Educational Needs and Disabilities' students and 'Gifted and Talented' students.

- Run extra-curricular activities in Modern Languages

Assessment, Recording and Reporting

- Keep appropriate records of students' work.
- Mark and return work set, including homework within an agreed and reasonable time.
- Carry out assessment programmes, as agreed by the School or department.
- Complete student reports in line with School Policy.
- Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

Performance Management and Professional Development:

The teacher will be part of the School's Performance Management Scheme. S/he will have an appraiser who will set agreed targets and monitor professional development.

Conditions of employment:

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

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.

The post-holder must uphold the School's Policy in respect of all matters related to safeguarding and Child Protection.

The post-holder may be required to perform any other reasonable tasks, after consultation.

This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

The Person Specification

Person Specification: Teacher of Russian

Applicants should:	Essential	Desirable	Primary means of assessment
Subject Delivery			
Have a good Honours Degree or evidence of qualification to teach Russian	x		Application Form
Show they maintain an up-to-date knowledge of subject and teaching methodologies	x		Supporting Letter
Have good understanding of assessment and public examinations		x	Supporting Letter
Have Qualified Teacher Status or have completed PGCE		x	Application Form
Willing to run and participate in Foreign Visit Programs		x	Supporting Letter
Have high expectations of pupils	x		Interview
Be able to communicate effectively with pupils	x		Interview Teaching
Be able to communicate effectively with colleagues	x		Interview
Work well in a team	x		Interview
Act upon advice	x		Interview
Have good range of teaching strategies	x		Interview Teaching
Be able to use data to help children learn	x		Supporting Letter
Show knowledge of how to plan for effective learning	x		Interview Teaching
Be able to teach challenging, organised sequenced lessons	x		Interview
Know how to adapt teaching strategies to needs of all learners	x		Interview Teaching
Make effective use of assessment	x		Interview
Promote independent learning	x		Interview
Use homework tasks effectively	x		Interview
Give developmental feedback to pupils	x		Interview Teaching
Have good ICT skills	x		Supporting Letter Teaching
Whole School			
Have a sound understanding of safeguarding	x		Interview
Understand Special Educational Needs	x		Supporting Letter
Deal effectively with parents	x		Interview
Be willing to participate in the wider extra-curricular life of the School	x		Interview
Understand the roles of colleagues and managers in the school	x		Supporting Letter

The Application and Selection Process

1. Applicants should complete an application form in full and write a letter in support of their application, paying particular attention to the Job Description and Person Specification.
2. The completed application form and supporting letter should be emailed to the School HR@sapriory.com to arrive **no later than midday on Monday, 22 May 2017**
3. The Selection Panel will then convene to determine a shortlist of applicants who will be invited to interview.
4. Shortlisted applicants will be contacted by email to invite them to interview and it is anticipated that the interviews will be held on **Wednesday, 24 May 2017** but this will be subject to confirmation.
5. On the day of the interviews all applicants will be asked to teach a lesson observed by a member of the MFL department. They will then be asked to complete a non-teaching task, after which there will be a formal interview before the appointments panel.
6. On the day of the interview all applicants should bring with them proof of identity and address as specified on the application form and any certificates pertaining to their qualifications.
7. Following the interview the successful applicant will be invited to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.