June 2017

Dear Applicant

**Spanish Foreign Language Assistant: 6-8 hours per week**

**French Foreign Language Assistant: 10 hours per week**

**Casual Rate: NJC Scale 5 £13.61 – £14.82 per hour depending on experience**

**September 2017 – May 2018, term time only**

**Typical Working pattern:** To be agreed.

Thank you for your interest in the above post. We are seeking 2 language assistants, one Spanish and one French speaking to support our students studying languages at GCSE and A-Level. This pack includes information about the school and the department as well as the job profile and person specification. Further information about the school can be found on our website. We will use the person specification as the basis for selection for interview.

We would welcome applications from Spanish-speaking and French-speaking individuals particularly those who are intending to be, training to be or experienced teachers. You will be an enthusiastic individual and have experience of working with children and young people.

I hope you will decide to apply. Please download further details and an application form from the jobs page of our website [www.waldegrave.richmond.sch.uk](http://www.waldegrave.richmond.sch.uk). Please submit your application form addressed the headteacher, Mrs Philippa Nunn by e-mail to: jobs@waldegrave.org.uk. In case of difficulty downloading the application form or information pack, please send an email to jobs@waldegrave.org.uk.

Closing date for receiving applications is by **noon on Monday 10th July.**

Waldegrave School is committed to safeguarding and promoting the welfare of students; We expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

May I wish you every success and thank you for the time and effort I know you will put into your application.

Yours sincerely

Philippa Nunn
Headteacher
Please read these notes before completing the application form

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email. Please include everything you wish the panel to consider on the form rather than in any separate document or covering email.

- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.

- If you are short-listed we will contact you by email.

- Please submit your application form by 12 noon on the closing date to:
  
  jobs@waldegrave.org.uk

- You will be asked to sign a hard copy if you are appointed.

- Waldegrave School is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.

- We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.
Job Profile

Job Title: Modern Foreign Language Assistant

Hours of Duty: Casual post – term time only

Key purpose: To support the learning of students studying modern foreign languages

Responsible To: Head of Languages

Duties and Responsibilities:

- To work closely with classroom teachers in supporting students’ learning of given language
- To support students in language lessons
- To undertake individual and small group conversation work in target language
- To research and prepare learning resources in given language
- To assist with and give feedback on individual progress
- To help with the differentiation of work
- To work alongside other adults as necessary.
- To undertake all duties and inter-actions with staff, partner providers and students fairly, without unlawful discrimination and with due regard to our Equal Opportunities Policy

Person Specification:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>• Fluent Spanish-speaking or French-speaking individual who is intending to be, training to be or experienced teachers.</td>
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<tr>
<td>Experience</td>
<td>• Experience of working with children and young people</td>
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<tr>
<td>Knowledge</td>
<td>• Good understanding of Spanish/French grammar</td>
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| Skills & Attributes| • Commitment to meeting the individual needs of students  
|                   | • Numeracy, literacy and ICT skills  
|                   | • Good communication skills with children and adults  
|                   | • Good organisational skills                                                                       |
School Information – Waldegrave School

Waldegrave is a successful and over-subscribed comprehensive academy for girls aged 11 to 16. Waldegrave introduced a sixth form in September 2014 which also welcomes boys.

The wider success of Waldegrave has been recognised in many different ways:

- Graded “outstanding” by Ofsted inspectors. (2007)
- 92% of students achieved A*-C at A2 in 2016
- 91% of students achieved 5 A*-C at GCSE in 2016
- Sunday Times Parent power Top 11-16 school in the country 2011-2015 and Comprehensive of the Year 2016
- Designated a Teaching School (2011)
- Designated a Science College (2004)
- Sportsmark Award, Silver Artsmark, Healthy Schools Award, Eco Schools Award
- Investor in Careers

Staffing

The school has a staff of 100 teachers, 15 technician and curriculum support staff, 15 administrative staff and 3 premises staff. School lunches, grounds maintenance and cleaning are provided through competitive contracting. There is a strong commitment to training and professional development, and the work/life balance of all staff.

Students

There are 1,030 students on roll, plus a further 290 enrolled in the sixth form. In recent years the number of applicants for places at Waldegrave has greatly exceeded the planned admission number. The students come from a wide range of religious, cultural, social and ethnic backgrounds. Approximately 20% of the students are from homes where English is not the first language, and there are 43 home languages other than English spoken amongst the students. The number of students entitled to free school meals is approximately 9%.

Student Achievement

We are very proud of our results at Waldegrave and we will continue to aim to achieve the very best results possible. In 2016 we achieved the following:

- 85% of students achieved at least 5 GCSE passes including maths and English at A* - C
- 51% of all GCSE results were at A* and A grade
- 92% of students achieved at least 5 GCSE passes at A* - C
- 75% of all A2 results were A and B grade
- 57% of all A/S results were A and B grade

Click here for further information on our exam results

Curriculum

The curriculum is broad, balanced and differentiated so that the needs of individual students are met. Girls are placed into eight all-ability tutor groups when they arrive at the school and these form the basis of teaching groups. Setting is introduced to suit the needs of students and the demands of the subjects. Homework is set regularly and seen as an important extension to the curriculum. We provide a range of extra-curricular activities that includes orchestras; choirs, sports clubs and a gardening club, and we hope to add to these. Regular productions and musical events are a part of the school calendar. All students in the upper school have a work experience placement and use this as part of GCSE coursework.
Pastoral System and Student Voice
The pastoral system is based on year group support structure. Each year is divided into 8 mixed ability forms containing 27 students. These forms are made up to include students from a mixture of feeder schools while maintaining friendship groups. As students move up the school, they remain in the same mixed ability tutor group for registration and tutor time. Form tutors have the first responsibility for the welfare, progress and attendance of the members of their tutor group. The School Council and Year Councils, led by students and made up of elected members from each year and tutor group, meet regularly and discuss a wide range of issues. These forums provide an opportunity for students to voice their ideas about all aspects of school life. The head girl and deputy head girl attend some governing body meetings. Students have the opportunity to train as peer mediators - these are students who work with others in all years to resolve disagreements. The pastoral system also includes a house system which provides opportunities for students to take part in competitive events and occasions where they will mixed with all levels of students in the school. Students are given the opportunity to take on responsibility and gain team and leadership skills. Students of all ages can play a role and work with students in other tutor groups in the same year group and with older/younger students. It provides more opportunities for teamwork and more responsibility to those who might otherwise not have the opportunity to come forward, lead and contribute. Students are awarded house points and pin badges.

Site and Buildings
The school is set in spacious and attractive grounds; we have our own playing fields within the 14.5-acre site. The school has received significant investment over the past academic year in a new sixth form block, dining room and sports hall, and a refurbished performing arts centre. There are well-equipped specialist facilities and good staff room facilities. There are twelve science labs and seven ICT suites.

The Languages department at Waldegrave
The work of the languages department at Waldegrave is dynamic and exciting. We are committed to providing opportunities that support the development of independent and creative language learners. We want our students to enjoy learning, make progress and achieve.

The value we place in the study of languages at Waldegrave is based on the following understanding:

- languages are part of the cultural richness of our society and the world in which we live and work
- language learning contributes to mutual understanding, a sense of global citizenship and personal fulfilment
- the ability to understand and communicate in another language is a lifelong skill for education, employment and leisure in this country and the world beyond
- language learning gives students opportunities to develop their listening, speaking, reading and writing skills and express themselves with increasing confidence, independence and creativity
- development of communication skills and understanding of language structure lay foundations for the study of other languages and support the development of literacy skills in a student’s own language

From Year 7, students study French, German or Spanish. One language is studied in curriculum time and the same language is studied in both key stage 3 and 4. Most students are expected to take this language to GCSE. Fluent speakers of French, German or Spanish (bilingual or near-native speakers) will study a different language from their ‘home’ language at Waldegrave and are
entered for their GCSE in their home language in Year 8 or 9. Able linguists can also start a second language in KS4 in addition to their main language. For speakers of other languages, there is a limited range of languages examined at GCSE (Arabic, Urdu, Polish, Portuguese, Russian and others). If students can read and write in their home language, they are entered for GCSE in that language, usually in Year 9 or 10. Note: there are many languages spoken by Waldegrave students which are not examined at GCSE.

**Key stage 3**

Language learning in Key stage 3 builds on the foundations of language learning laid at key stage 2, whether students are continuing with the same language or taking up a new one. Learning focuses on developing the breadth and depth of a student’s competence in listening, speaking, reading and writing, based on a sound foundation of core grammar and vocabulary. Students are enabled to understand and communicate personal and factual information that goes beyond their immediate needs and interests, developing and justifying points of view in speech and writing, with increased spontaneity, independence and accuracy. Learning in key stage 3 provides preparation for further study of the language.

**Key Stage 4**

Through studying a GCSE in a modern language, students develop their ability and ambition to communicate with native speakers in speech and writing. The study of a modern language at GCSE also broadens students’ horizons and encourages them to step beyond familiar cultural boundaries and develop new ways of seeing the world. Students deepen their knowledge about how language works and enrich their vocabulary in order for them to increase their independent use and understanding of extended language in a wide range of contexts. Through their language learning, students develop awareness and understanding of the culture and identity of the countries and communities where the language is spoken. The vast majority of Waldegrave students take a language to GCSE; we follow the AQA specification and examination results are strong.

**Key stage 5**

We offer French, German and Spanish in KS5, following the AQA specification. Studying a language to AS or A Level enhances students’ linguistic skills and develops the capacity for critical thinking on the basis of knowledge and understanding of the language, culture and society of the country or countries where the language is spoken. Students develop control of the language system to convey meaning, using spoken and written skills, including an extended range of vocabulary, for both practical and intellectual purposes as increasingly confident, accurate and independent users of the language.