



**GRADUATE ASSISTANTS (MODERN FOREIGN LANGUAGES DEPARTMENT)  
SPECIFICALLY FRENCH, GERMAN AND SPANISH GRADUATES**

CLOSING DATE FOR APPLICATION: 7<sup>th</sup> MARCH 2021

APPOINTMENT FOR THE ACADEMIC YEAR 2021/22

**A message from the Warden**

Thank you for expressing an interest in working at St. Edward's.

St Edward's is a refreshingly different kind of school. The deliberate emphasis on selecting young people based on attitude and ambition rather than simply on test results means that the community fizzles with diverse interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's, there is so much more to school life. Talented scholars, musicians, sportswomen and men, performers, dancers, humanitarians, adventurers, entrepreneurs, filmmakers and artists – among many others – live and work together, inspire each other, and become lifelong friends.

Academically, St Edward's is forward looking and progressive: one of the few UK schools to offer both the A Level and the IB Diploma at Sixth Form, the academic programme was further enhanced in 2019 with the launch of pioneering alternatives to GCSEs. The new academic facilities will provide a range of university-style working environments to further support our pupils' academic ambitions. To find out more visit our website [www.stedwardsoxford.org](http://www.stedwardsoxford.org).

Beyond Teddies, our exceptional community volunteering and engagement programme, enables our pupils to stay in touch with real life and to play a meaningful part in the life of the city.

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding and day school in the heart of Oxford for pupils aged 13 to 18 (year 9 to year 13); there are presently 735 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 13 boarding Houses, most of which house around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks. The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

All teaching staff play a full part in the boarding and co-curricular life of the school.

**About the Modern Foreign Languages (MFL) Department**

The MFL department is made up of members of teaching staff, three Graduate Assistants (the advertised roles), and a Technician. French, German, Spanish, and Italian are all offered as part of

the curriculum. In addition, Italian, Mandarin, and Russian are currently offered as extra-curricular languages.

All pupils in Years 9 – 11 take at least one language, with many opting for two; there are healthy numbers in the Sixth Form across the languages. The people appointed to these posts will be able to communicate their enthusiasm for the specific language, country and culture to pupils in a well-organised manner. The Department is a full participant in European initiatives and extramural activities.

### **About the role**

The Graduate Assistant (MFL) posts offer opportunities for a graduates to gain experience of the independent sector in education and of a boarding environment.

Graduate Assistants play a full part in the boarding and co-curricular life of the School. Their work is varied and that variety is, to some extent, determined by the personality, enthusiasm and skills of the individual. The post has become a successful springboard for those considering teaching as a career and over a number of years, graduate assistants have gone on to promising careers in major schools round the country. The School encourages its Graduate Assistants to extend their experience by attending relevant training courses, at the School's expense. Successful candidates will be full members of the School's Common Room.

There may also be the opportunity for one or more of the successful candidates to live in a boarding house as a Resident Tutor. This will be discussed with candidates at interview.

### **Main Responsibilities:**

- Conducting speaking classes with individuals or small groups of pupils in the Sixth Form.
- Keeping up-to-date (under the guidance of the Head of MFL) with oral examination requirements and being responsible for producing resources for conversation lessons.
- Assisting with Shell and Lower School classes, including bilingual programmes.
- Planning and overseeing Language Society activities (cinema viewing, debates, dining etc).
- Contributing to updating resources on the intranet, displays etc.
- Carrying out a variety of duties in a designated boarding house, providing tutorial and pastoral support to the Housemistress or Housemaster.
- Assisting with the Schools' weekly activities and co-curricular programme.
- On a rota basis, managing pupils travelling from London on School transport on a Sunday afternoon

The Graduate Assistants (MFL) reports to the Head of the MFL Department and are responsible to the Deputy Head Academic and for pastoral duties, to the Sub-Warden.

While every effort has been made to explain the main duties and responsibilities of the posts, each individual task undertaken may not be specifically identified. This job description is current at the date shown but, in consultation with the post holder, it may be changed to reflect or to anticipate changes in the job commensurate with the job title.

### **Duration of contract**

The contract will be for the 2021/22 academic year which begins on 1<sup>st</sup> September 2021 and ends on 2<sup>nd</sup> July 2022. Employment will begin with a School induction session to be held at the end of August 2020 (date to be confirmed).

## Salary

The basic salary for the period of employment will be £14,500 payable in ten equal monthly instalments of £1,450 on the 25<sup>th</sup> of each month between September 2021 and June 2022.

## Accommodation

Accommodation and full board is provided by the School and a monthly sum is deducted from net pay to reflect the cost of accommodation, meals, laundry and domestic services. The deduction is currently £300 a month.

## Holidays

The Graduate Assistants (MFL) will not be required to stay at School during school holidays and half-terms. Paid holiday equivalent to 5.6 weeks pro rata to the length of the contract is included in the salary detailed above.

## Pension

The role is eligible for membership of the School's pension scheme for support staff.

## Sickness benefit

There will be an entitlement to four weeks' sickness benefit at full pay during the period of employment.

## Miscellaneous non contractual benefits

- Free meals are available during times when the School's kitchens are in operation.
- Employees may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

## Termination of Employment

The minimum period of notice required to be given by either the post holder or the School is one month, or a period of notice terminating 2<sup>nd</sup> July 2022 whichever is the shorter.

## About the Candidate

<b>Person Specification Characteristics</b>	
An honours degree in French, German or Spanish	Essential
The ability to speak fluently in French, German or Spanish	Essential
Demonstrable knowledge of France, Germany or Spain in order to bring cultural familiarity and awareness to the role and to share this with pupils	Essential
Good people skills including an interest in, and empathy with, young people	Essential
A good command of the English language and the ability to communicate with people of all ages and backgrounds	Essential
Ability to communicate with enthusiasm for their subject specialism and to practice and maintain high academic standards	Essential
A demonstrable commitment to professional development	Essential
Excellent organisational and administrative skills including competency in the use of MS Office	Essential

Able to work well as part of a team and to work under direction but also to use own initiative when required	Essential
A positive, enthusiastic and good humoured nature	Essential
The ability to maintain confidentiality	Essential
Willingness to be flexible and to carry out a variety of tasks and to develop and expand the role	Essential
Commitment to the safeguarding of children and young people and a willingness to work within the School's child protection guidance and follow relevant School procedures	Essential

### **Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in this category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

### **Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

### **Health and Safety**

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee.

If we receive a large number of high-quality applications, then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and a sports coaching session with pupils and will seek to assess how well the candidate meets the requirements of the post. It will also include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the

verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Oxford OX2 7NN.

Closing date for applications is Sunday 7<sup>th</sup> March 2021.