



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

CLOSING DATE FOR APPLICATION: 10th MAY 2021
APPOINTMENT FOR THE ACADEMIC YEAR 2021/22

A message from the Warden

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

This is an important moment in the School's development. The recent opening of outstanding new academic and performance facilities at the heart of the campus is accelerating the momentum evident over the last few years in all areas of school life – in academic results, in the development of the curriculum, in co-education, and in admissions.

For all its recent success, however, St Edward's remains a refreshingly different kind of school. Our deliberate emphasis on selecting young people broadly and inclusively on their attitude and their ambition rather than narrowly and exclusively on test results makes for a community rich, diverse and rewarding in its interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's there is 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.

St Edward's is forward-looking and progressive. It is one of the few UK schools to offer both A Level and the IB Diploma in the Sixth Form, and our academic programme was further enhanced in 2020 with the launch of pioneering new courses for the middle school years. These externally accredited new courses, Pathways and Perspectives, complement a core programme of GCSEs, more fully to develop pupils' skills of research, collaboration and communication. The introduction of co-educational boarding in the Sixth Form is the most recent of the many innovations in the last few years on the pastoral side of the School.

Beyond Teddies, the partnership programme in which we work with other schools and charities, ensures that pupils engage with the community beyond the School and learn to play a meaningful part in the life of the city.

It is an exciting time to be joining St Edward's. As you learn more about the School, I hope that you will share that sense of excitement and want to be part of the next chapter in its history.

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding and day school for pupils aged 13 to 18 (Year 9 to Year 13). There are presently 735 pupils, of whom 85% are boarders.

There are 13 boarding Houses of around 60 pupils in Years 9-13 – five for girls, five for boys and three co-residential Houses (boys from Year 9 to Year 11, and boys and girls in the Sixth Form). The school week includes lessons on Saturday mornings, apart from leave weekends and exeats (half-term holidays), which typically occur every three weeks.

The boarding and day arrangements offer flexibility for families. Boarding pupils may choose full or weekly boarding, with weekly boarding at St Edward's giving pupils the option of going home on Saturdays after sport and other commitments. The lively and varied weekend programme, however, means that a significant proportion of the boarding community stays in the School on Saturday nights. Day pupils may leave at 6:30pm

or 9:00pm on weekdays, with most opting for the latter so that they can join in the evening programme and enjoy leisure time with their friends.

Pupils take part in a wide range of sports and other 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.

The arts are particularly strong at St Edward's. The North Wall Arts Centre, on school grounds, houses a professional theatre and gallery, and runs a critically acclaimed public programme. Alongside the public facilities, the Arts Centre houses the School's impressive Drama and Dance Departments, and the Gallery is shared with our art and design pupils. All pupils benefit from having access to this creative powerhouse, and it is particularly valuable for those wishing to develop careers in the creative industries.

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 graduate 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 1st September 2021 and ends on 2nd 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 25th 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 2nd July 2022 whichever is the shorter.

About the Candidate

Person Specification Characteristics	
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 will 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 formal 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.

If you would like further information about this post, please contact Marie-Laure Delvallee, Head of MFL, preferably by email: delvalleem@stedwardsoxford.org

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

Closing date for applications is Monday 10th May 2021.