



BOURNEMOUTH SCHOOL FOR GIRLS

WORK HARD | BE KIND | BE AMBITIOUS



Teacher Application Pack

HEAD OF MODERN FOREIGN LANGUAGES

Salary: MPS/UPS

Starting: September 2025

WELCOME TO BSG



Dear Colleague,

Thank you for your interest in our post for Head of Modern Foreign Languages (MFL). You have taken your first step to becoming part of a special community that has now served Bournemouth for over a century.

At Bournemouth School for Girls (BSG) we support the development of the whole student, including providing them with exciting educational opportunities in and out of the classroom.

From Year 7 to Year 13, we are fortunate to have students who are truly eager to learn. Our young people thrive here as we feed their curiosity, guide their ambition and ensure they become positive citizens in wider society.

We are delighted that our strong curriculum and outstanding support by our staff continue to facilitate superb exam results at both GCSE and A Level. We are looking for a new colleague that will join an experienced and supportive department and lead the delivery of an exciting MFL curriculum to a new generation.

We have a successful and comprehensive CPD programme for ECTs as well as more experienced colleagues and welcome applications from colleagues with suitable experience for this post.

We pride ourselves on supporting our staff's wellbeing and hope you'll note the generous package of support and conditions for our teachers.

Please read this application pack to get a more detailed view of the MFL department and our wider school. The post of Head of MFL is a key one and I am keen to hear from you if you believe you have the qualities and skills necessary to continue the work of this excellent department. We look forward to receiving your application. If you have any queries about either the post or the school in general please do not hesitate to contact us and we will be pleased to help you.

Mr. David Sims, Headteacher



BOURNEMOUTH SCHOOL
FOR GIRLS

www.wearebsg.uk





ABOUT BSG

Founded in 1918, Bournemouth School for Girls is an 11-18 selective girls' grammar school and Sixth Form in the heart of Bournemouth. BSG currently has around 1200 students on roll which includes those in our Sixth Form. It provides students with extensive academic and extra-curricular activities from Year 7 all the way to when most leave us in Year 13.

The school is academically successful, and is 7th highest in England's Southwest region, according to the Sunday Times Parent Power Survey 2024. The school was inspected by Ofsted in May 2024 and judged to be outstanding in all areas. The inspectors summarised the ethos and atmosphere of the school as follows; "Bournemouth School for Girls is a joyous place. Pupils flourish academically and socially. They are passionate about their learning and embrace the multitude of wider development opportunities that the school provides."

The school's vision is: ***The Best for Our Students, The Best from Our Students*** and the curriculum in place ensures that students are provided with the best opportunities to prepare them for their future.

BSG offers students a broad and balanced curriculum from Key Stage 3 up to Key Stage 5, including lessons in sciences, performing arts, art, humanities and technology subjects. We encourage students to maintain this breadth in their KS4 studies where our students study GCSE subjects in Years 10 and 11.

As a selective school, the academic ability of the students is high and we try to ensure lessons go beyond the national curriculum and support further progress at each key stage.

The school has a comprehensive pastoral system in both the main school and Sixth Form, with our tutor groups split into six school houses: Austen; Curie; Franklin; Parks; Rossetti and Shelley, all named after influential and inspirational women from the 19th and 20th centuries. Each house is led a Head of House who supports students' pastoral needs with the support of form tutors. Each year, houses run their own charity weeks to raise money for their chosen charity. Heads of House also deliver PSHE lessons to all students in their house and deliver the RSE curriculum to support their personal and social development.

We are very proud of our extensive extra-curricular offer for students. There are over 50 clubs and activities which are run by our staff voluntarily in lunchtimes throughout the week. Students can develop knowledge and skills in their passions including clubs in music, drama, sport, adventure, STEM and crafts. We hope that applicants will feel able to support this programme.

By providing this curriculum to students, the school upholds its three key values:

Work Hard | By providing a broad, balanced and academically challenging curriculum.

Be Kind | By providing excellent pastoral support and social education.

Be Ambitious | By guiding students to develop skills and knowledge beyond the classroom and for their futures.



WORKING AT BSG

BSG is a fantastic workplace that cares for and supports its staff professionally as well as creating conditions that are generous to support wellbeing.

These include:

- Friendly staff and commitment from staffing body and SLT to promoting and supporting staff wellbeing
- Able, motivated and polite students who are a privilege to teach
- Extensive CPD programme (for ECTs and experienced staff) to support individual professional development
- Provision of a teaching base/own classroom, where possible, if full time
- Teacher pension scheme
- 14% PPA time (FTE) compared to national minimum of 10% for all staff. (ECTs would still receive their PPA allocation on top of this)
- Access to wellbeing resources, discounts and other special offers for services
- Access to salary sacrifice benefits such as cycle to work, gym, technology, mobile phones, car leasing and workplace nursery
- Opportunity to work with other colleagues and students in delivering extra-curricular activities (lunch provided if you do)
- Student data targets are not part of appraisal/performance management
- Well-resourced departments
- Free use of a new and highly equipped gym (conditions apply)
- Free parking on site, including bays for electric car charging



ABOUT THE DEPARTMENT: MFL

The Modern Foreign Languages department currently consists of 6 teaching staff – a Head of Department who teaches French and Spanish, a Deputy Head of Department who teaches French and 4 other colleagues. They are supported by French, German and Spanish Assistants. The members of the department have between them a great deal of knowledge and experience, and it has been their willingness to share this expertise with one another that has been a significant factor in fostering the happy atmosphere that we currently enjoy. Traditionally, all members of the department have taken a full part in the decision-making process and the formulation of departmental policies. The department is committed to trialling new methods of language teaching and has close links with teacher training programmes. The department is proud of its consistently high level of achievements in public examinations and enjoys a fine tradition of 'Oxbridge' success.

Curriculum

In Year 7 all pupils start a course in French which they continue to Year 9. In Year 8 all pupils also start to learn German. At Key Stage 4, pupils are able to take French and/or German. Talented linguists also have the opportunity to start Spanish GCSE in Year 10 giving them the opportunity to study 3 languages at GCSE. A Level French, German and Spanish are taught in the Sixth Form. We use the Edexcel examination board for GCSE and A level in all languages.

GCSE French (nationally 28% 7-9)	BSG: 68% 7-9
GCSE German (nationally 32% 7-9)	BSG: 88% 7-9
GCSE Spanish (nationally 26.7% 7-9)	BSG: 70% 7-9
A Level French (nationally 86.8%)	BSG: 100% A* - C
A Level German (nationally 87.9%)	BSG: 100% A* - C
A Level Spanish (nationally 84.2%)	BSG: 100% A* - C

The department organises an exchange with a school in Germany for Year 10 and for Year 8 residential trip to Normandy.

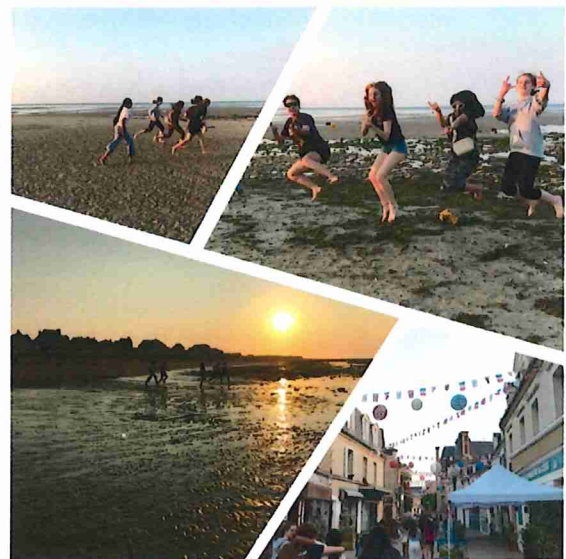
Accommodation

The department is housed in a purpose-built suite of 6 classrooms grouped together in a modern building. Our classrooms have been recently refurbished and provide a pleasant learning environment. There are also office and common room spaces for staff.

Classrooms are equipped with interactive whiteboards. Classes also have access to departmental laptops and the extensive central IT facilities equipped with networked PCs with use of the internet and multimedia.

The department is well resourced with textbooks available to every pupil which are supplemented by a range of departmental resources. Materials are also available to support independent learning.

If you have any questions regarding this role, or would like further information, please email Deputy Headteacher and SLT line manager of the MFL department, Ms Anna Collins – acollins@bsg.bournemouth.sch.uk



ABOUT THE POST

We are looking for a full-time Head of MFL to join our school with effect from September 2025. This will provide an exciting opportunity to build upon the existing high standards of MFL in our school and further enhance our provision.

We believe the following qualities are essential in the successful applicant:

- an excellent classroom teacher
- the ability to gain trust and respect of school staff, pupils and parents
- experience of teaching from lower school to Sixth Form level
- outstanding subject knowledge with an ability to share this with pupils in an exciting and academically rigorous way
- excellent leadership and management skills with an ability to take staff with you
- evidence of recent relevant professional development and commitment to continued professional learning
- outstanding communication skills, both orally and written
- well-organised and totally reliable
- good knowledge of current issues relating to teaching and learning
- ability to work under pressure
- loyalty and commitment to the team
- flexible in approach and able to see the big picture
- enthusiastic and able to bring new ideas to the school and department
- a passion for languages
- a real commitment to developing MFL in the school
- willingness to facilitate extra-curricular opportunities and forge international links

THE APPLICATION PROCESS

We look forward to receiving your application by the deadline of 9am on Tuesday 4 March 2025.

This should include:

- a completed application form
- a letter of application outlining your readiness for the role of Head of MFL at our school. We are particularly interested to hear of any initiatives you have been involved in, assessing your contribution and its impact.

We plan to interview for this post during the week commencing Monday 10 March. If you have not heard from us two weeks after the closing date, you may assume your application has been unsuccessful on this occasion.

If you have been shortlisted by the interview panel, you will be contacted by email and/or at your home address to attend an interview, together with information about the interview process and any other documents you will be required to bring.

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. In line with KCSIE 2024, all applicants will undergo checks on social media and online accounts to help assess suitability for the role.



JOB DESCRIPTION

Post Title	Head of Modern Foreign Languages (MFL)
Purpose	<p>A Head of Department will take lead responsibility for providing leadership and management for their department to secure:</p> <ul style="list-style-type: none"> • High-quality teaching • Effective use of resources • Improved standards of learning and achievement for all <p>A teacher at Bournemouth School for Girls has the responsibility:</p> <ul style="list-style-type: none"> • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate. • To provide a learning experience which provides pupils with the opportunity to achieve their individual potential. • To contribute to raising standards of pupil attainment. • To share and support the school's responsibility to provide and monitor opportunities for pupils' personal and academic growth. • To play a full part in the life of the school community, to support its distinctive ethos and to encourage pupils to follow this example.
Reporting to	Assigned Senior Leadership Team member
Responsible for	MFL teaching colleagues MFL assistants
Salary	MPS/UPS plus TLR 1.1 (£9,782)
MAIN DUTIES (in addition to the expectations of a teacher at Bournemouth School for Girls)	
Strategic direction	<ul style="list-style-type: none"> • Develop and implement policies for the department in line with our school's commitment to high-quality teaching and learning • Promote the subject, its importance, and the value that it brings across the school • Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement • Use this understanding to feed into the school development plan and produce an annual review and development plan for the subject • Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject • Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims • Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND) • Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities • Ensure a broad extra-curricular offer with strong levels of participation
Leading the curriculum	<ul style="list-style-type: none"> • Develop and review regularly the vision, aims and purpose for the subject area • Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress • Ensure the planned curriculum is effectively and consistently implemented across the school • Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning • Have an overarching responsibility for pupils' achievement and standards in the subject area



<p>Leading and managing staff</p>	<ul style="list-style-type: none"> • Establish an effective team and hold regular meetings on the subject (according to the school calendar) to keep staff informed on any developments or changes • Provide support to staff regarding teaching and learning, resources, and planning in the subject area • Monitor teaching and learning by visiting lessons, reviewing work, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school • Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area • Coach and model team teaching • Liaise effectively with exam boards to ensure that teachers understand and are familiar with the specifications that are being delivered • Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises as appropriate • Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy • Contribute to timetabling through the provision of timely information to the Senior Leadership Team
<p>Safeguarding and pastoral responsibilities</p>	<ul style="list-style-type: none"> • To work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies. • To work with the DSL to promote the best interests of pupils, including sharing concerns where necessary. • To promote the safeguarding of all pupils in the school. • To have pastoral responsibility for an assigned group of pupils. • To promote the general progress and well-being of individual pupils and of the assigned group as a whole. • To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff. • To contribute to PSHE according to school policy
<p>Efficient and effective deployment of resources</p>	<ul style="list-style-type: none"> • To manage the subject budget effectively to ensure that it is spent on resources that add value and enhance the learning experience • To audit, check and manage resources to ensure that they are up to date • To lead the process of the ordering and allocation of equipment and materials. • To create a safe, welcoming learning environment and take care of classroom accommodation.
<p>Employees will be expected to undertake any other duty as specified by the latest School Teachers' Pay & Conditions Document not mentioned in the above.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a Head of Department will carry out. The postholder may be required to undertake other duties appropriate to the level of the role.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by the school to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

