



WEST KIRBY
SCHOOL &
COLLEGE

Changing Children's Lives

Candidate Information Pack

For The Role Of:

Mandarin Teacher

Closing Date For Applications:

Friday 4th July 9am





 **WEST KIRBY SCHOOL**
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

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ABOUT OUR SCHOOL

Our dedicated staff are committed to 'Changing children's lives, building better futures'.

We achieve this through a consistent approach towards understanding the needs and motivations of children and young people ('CYP'); and through recognising and celebrating their efforts and achievements.

As a non-maintained special school, West Kirby School and College caters for CYP, aged 5-19 years, with a range of complex special educational needs and disabilities ('SEND'). We support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

Our aim is for young people to leave West Kirby School and College with **academic accreditations**, together with developed **social**, **emotional** and **communication skills**. We achieve this through a structured, supportive learning environment with an individualised curriculum, based on relevant and meaningful learning, where CYP make aspirational progress from individual starting points.

In tandem with this, we promote the development of **life skills**, **personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable partnerships.

Our broad approach enables pupils to experience and develop **career pathways** which, we hope, will lead them towards a successful adult life. Due to its location to the North West of the Wirral peninsula, West Kirby is able to offer a wide range of opportunities for community relationships, sports, water recreation and natural history. Liverpool and Chester with their wealth of art, culture and history are within easy reach.

The school is close to the centre of West Kirby village and is 200m from the nearest beach and local marine lake.



WELCOME FROM OUR HEADTEACHER



Dear Candidate,

I am delighted that you are interested in joining West Kirby School & College as a **Mandarin Teacher**

I hope that this information pack gives you a flavour of this role and our wonderful school community.

Welcome to West Kirby School and College, a non-maintained special school initially founded over 100 years ago as a hospice for children. Since that time we have grown and developed into the successful school we are today. Times have changed, but we remain enthused by the opportunity to support, enable and develop children and young people towards realising their aspirations.

Ultimately, we want to support each of our pupils towards '**living their best life**'.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our **nurturing environment, culture of respect, and promotion of acceptance and diversity** is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our **safe and accepting space** also allows pupils to express themselves so they feel part of our **community**. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

As Headteacher of WKS, I would be delighted to welcome you to the school to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,



Mr Richard Hicks
Headteacher

EMPLOYEE BENEFITS

Looking After You and Your Health

All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:

- ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
- ✓ Get **care planning and social care advice**
- ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
- ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
- ✓ Get access to **physiotherapy and mental health counselling support**

School Facilities

You will have access to our **School Gym**

You will also have access to a **free school lunch** – a choice of hot meal, salad bar, sandwiches and wraps as well as a selection of cakes

We offer half-termly **well being afternoons** for our staff where they can take part in a variety of activities such as yoga, golf ... and more!

Building Your Capability

From day 1 of your employment you will be supported with your **Continuous Professional Development**, with a focus on supporting you to build your personal levels of capability; helping you to become the **best version of you that you can be**.

Looking After You and Your Family in the Difficult Times

All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Saving for the Future

All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

ROLE OVERVIEW & APPLICATION PROCESS

West Kirby School & College is seeking to appoint a Mandarin Teacher

Closing Date For Applications: Friday 4th July 9am

Salary: M1 – UPS3 (depending on experience) + 1SEN

Contract: Permanent OR SLA (please clarify in your application)

Hours: 21 hours

Role Overview:

Are you an outstanding Teacher who wants to work in an environment where you can make a real difference to the long term outcomes of children and young people with Special Educational Needs? We are seeking a dedicated and talented Mandarin Teacher!

You will:

- Deliver engaging Mandarin lessons to students ranging from Primary to Post 16
- Assess student progress and adapt lessons to meet individual needs
- Provide support with pronunciation, grammar, vocabulary and conversation skills
- Introduce pupils to Chinese culture, traditions, and customs to deepen their understanding of the language
- Use creative resources and modern tools to enhance the learning experience

Application Process:

Application forms and further information can be found via the school website: www.wkrs.co.uk or contact recruitment@wkrs.co.uk. **The school does not accept CVs.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment checks and an enhanced DBS check.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

PERSON SPECIFICATION

Person Specification – Mandarin Teacher

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Degree in related subject • Post Graduate teaching qualification • QTS 	<ul style="list-style-type: none"> • A qualification in Special Educational Needs 	<ul style="list-style-type: none"> • Production of the Applicant's Certificates
Experience	<ul style="list-style-type: none"> • Experience of having taught GCSE/FCSE Mandarin • Experience in a Primary setting • Experience in 6th form enrichment • Experience of having taught in a classroom environment • Experience of differentiating work programmes for pupils • Experience of monitoring, tracking and analysing student progress 	<ul style="list-style-type: none"> • Experience of working with young people with Special Educational Needs • Proven success in preparing pupils for external examinations • Experience of working with ASC 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References

PERSON SPECIFICATION (Cont.)

Person Specification – Mandarin Teacher

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Skills	<ul style="list-style-type: none"> • Able to present lessons in an engaging way for pupils • Able to enhance classroom presentation through use of ICT 	<ul style="list-style-type: none"> • Has held responsibility for more than one curriculum area • Has held other whole school/management responsibilities 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References
Knowledge	<ul style="list-style-type: none"> • Knowledge of the new National Curriculum • Understand the difficulties of motivating young people with low self esteem 	<ul style="list-style-type: none"> • Knowledge and understanding of ASC 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References
Personal Competencies & Qualities	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours 	<ul style="list-style-type: none"> • Willingness to take part in extra curricular activities • Adaptable and flexible 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references

PERSON SPECIFICATION (Cont.)

Person Specification – Mandarin Teacher <div> West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. </div>			
	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Personal Competencies & Qualities (Cont.)	<ul style="list-style-type: none"> • Positive attitude to use of authority and maintaining discipline • Sense of Humour • Patience • Willingness to work as a member of a team 		

JOB DESCRIPTION

Job Description – Mandarin Teacher

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of The Role:

Under the direction of the Headteacher, carry out the professional duties of a School Teacher as set out in the School Teachers' Pay and Conditions Document.

Raise standards of student attainment and achievement within Mandarin and monitor, support and track student progress.

Deliver Mandarin to a range of ages.

Line Management Responsibility to:

Deputy Headteacher

Main Duties & Responsibilities:

Teaching Responsibilities

- Promoting and safeguarding the welfare of children and young persons
- Ensure Health and Safety Policies and Procedures are promoted through good working practices within the department
- WKS recognises the importance of Continuous Professional Development (CPD) and is committed towards all staff having access to appropriate training in line with appraisal objectives and the School Development Plan
- To teach Mandarin to groups of students of all abilities across multiple year groups
- To ensure that all lessons are planned with clear aims and objectives
- To ensure that all lessons are delivered in line with the departmental schemes of work and school policies
- To differentiate work according to individual pupil needs
- To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets
- To ensure that all students are known by name and that the classroom atmosphere is positive at all times
- To encourage and foster intellectual curiosity
- To deal with inappropriate behaviour quickly and effectively according to school behaviour policy
- To check that all subject matter is effectively communicated and understood by all groups of students

JOB DESCRIPTION (Cont.)

Duties & Responsibilities (Cont.):

- To set appropriate tasks and challenges for homework accordingly to the published timetable and ensure that it is regularly marked with constructive feedback
- To keep careful records of student progress in line with departmental and school policy
- To ensure that there is a high standard of display work the classroom, which is changed frequently
- To keep work areas tidy and well organised
- To attend scheduled meetings in the school
- To work with colleagues to formulate plans which have coherence and relevance to the needs of the individual students and to the aims and objectives of WKS

Staffing

- To set appropriate work for classes within Mandarin during any periods of absence and make sure that the work is thoroughly reviewed on return
- To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies
- To read and adhere to the all procedures as set out in the Staff Handbook
- To carry out a share of supervisory duties in accordance with normal school schedules
- To participate in appropriate meetings with colleagues and parents
- To carry out other duties which may be reasonably required by the Principal
- To enforce the school's behaviour and uniform policies on a daily basis.

Management Information

- To ensure the maintenance of accurate and up-to-date information on all classes taught
- To track pupil data across the school
- To identify and take appropriate action in issues arising from data, systems and reports
- Produce reports for the school on assessment data, including examination data

Pastoral Responsibilities

- To ensure effective communication and consultation with parents and carers of students

JOB DESCRIPTION (Cont.)

<p>Duties & Responsibilities (Cont.):</p>	<ul style="list-style-type: none"> • To act as a Form Tutor and carry out all of the responsibilities linked with that role • To monitor and support the overall progress and development of students within your Tutor Group • To monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary <p><u>School Ethos</u></p> <ul style="list-style-type: none"> • To play a full part in the life at WKS; to support its ethos and to encourage all students and staff to follow this example • Actively promote the School’s policies at all times
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West Kirby School & College
Meols Drive
West Kirby
Wirral
CH48 5DH

0151 632 3201

schooloffice@wkrs.co.uk