



Modern Foreign Languages Learning Mentor & Trip Organiser Application Pack



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Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 15% of all schools nationally.

Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.



When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

If you decide to apply, you will be an exceptional candidate with a desire to support the Modern Foreign Languages faculty across KS3-5. You will be ably supported by the joint Directors of Learning (MFL) and a teaching team of eight who deliver French, Spanish and German language lessons.

To explore the vacancy in more detail prior to applying, a conversation can be arranged with Ben Wride or Claire Matelet-Allberry the Joint Directors of Learning: MFL, if you would like this to be arranged please contact the school by telephone on (01386) 840216 or email recruitment@campden.school. In addition to this, a wealth of information about our school can be found on our website.

If you would like to apply for this position, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages (min. font 11) and should outline how your skills set and experiences to date are suited to the requirements of the person specification. The deadline for applications is **10am on Monday 1st June 2026**.



I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'G. Burton'.

Gareth Burton
Principal

Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- An allocation of three, paid staff wellbeing days, where employees are not required to be in school.
- Access to a beautiful property at below market rent situated a short distance from our school (subject to availability/waiting list)
- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, fitness suite and swimming pool (timetable in place).
- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme
- Freshly prepared and cooked food available on site

- Health and wellbeing support including access to our Employee Assistance Programme (EAP); that provides free, confidential, confidential counselling services and advice for employees, available 24 hours a day.



- Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.
- An iPad to use in school and at home, to enable seamless remote working, using cloud-based technology.
- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme)
- Support in completing relevant external leadership development programmes.
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

Job description

Job Title:	Learning mentor and Trip organiser (MFL)
Reporting to:	Directors of Learning (Modern Foreign Languages)
Grade:	6 (points 15 – 20)
Contract:	Permanent, 38 weeks in term time
Pattern of Work:	10 hours per week

Job Purpose:

- To compliment the professional work of teachers by taking responsibility for learning activities under an agreed system of supervision. This may involve preparing learning activities for individuals/groups or for classes and liaising with the class teacher surrounding progress and potential intervention measures.
- To take a lead role in the organisation of Modern Foreign Languages trips abroad, liaising with the trip leader and the travel company to ensure all necessary preparations are made.

Main Duties:

Support for pupils

- Assist with the comprehensive assessment of individual pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Take a lead role in delivering intervention to pupils identified by the class teacher.

Supporting teachers

- Assist with the monitoring and evaluation of pupil responses to learning activities.
- Provide objective and accurate feedback as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work within the School's established approach to promoting positive discipline to anticipate and manage behaviour constructively, promoting self-control and independence.
- Support pupils' access to learning using appropriate strategies and resources.
- Manage record keeping systems and processes.

- Carry out administrative tasks as requested by Directors of Learning for Modern Foreign Language during the allocated non-contact time.

Support the school

- Be aware of pupil individuality and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the School.
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities as required.
- Organise MFL trips abroad, liaising with travel companies to book accommodation and craft an appropriate itinerary.
- Manage the passport details of students and staff attending trips.
- Liaise with the visit lead regarding details and risk assessment.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or student development to secure coordinated outcomes.

Health, safety and discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

Professional development

- Participate in arrangements for the appraisal and review of own performance, and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Other:

- To undertake such other reasonable associated duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of the job
- Arrange and promote relevant subject activities to promote pupils' enthusiasm and interest
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy
- To share the School's commitment to safeguarding and promoting the welfare of children and young people and ensure compliance with the school's Child Protection Policy at all times.

Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Relevant educational qualifications at school/college	E	A
Educated to degree level	D	A
PGCE (or equivalent)	D	A
Good honours degree (1 st or 2:1)	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Ability to speak at least 2 Modern Foreign Languages to GCSE standard or above (French, Spanish or German)	E	A/I
Ability to build good relationships with young people with effective behaviour management strategies	E	I
High expectations for young people and what they can achieve	E	I
Outstanding knowledge and understanding of language acquisition techniques	E	A/I
Familiarity with GCSE and A Level language requirements	D	A/I
Wider knowledge of current educational issues	D	A/I
Creativity in using new technologies or teaching practices to help students learn and make progress	D	A/I
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I
Outstanding oral communicator	E	I
Written communications are appropriate for the intended audience, grammatically correct and showcase high levels of written literacy	E	A/R
A 'self-starter' with the ability to prioritise effectively and meet deadlines	E	I/R

<p>Someone who:</p> <ul style="list-style-type: none"> • is reflective, with high levels of personal resilience and able to accept constructive feedback from others in order to further improve performance • prioritises 'the team' above 'self', and contributes wholeheartedly to the life, culture, spirit and ethos of our school • thrives on challenge, with the necessary drive and determination to get a job done. 	E	I
Willingness to be involved in and contribute to the development of the department and extra-curricular activities	D	A/I
Highly organised with experience of planning international travel for school groups.	D	A/I



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