



# The Tiffin Girls' School

*Teacher of Spanish and French  
(part time)*

Candidate Information Pack



## The Tiffin Girls' School Vision

Our vision is to provide '**An intellectually stimulating and outward-facing school, enabling students to flourish and contribute to society**'.

The school's motto *sapere aude* – **dare to be wise**, is embodied in its core values of *Community*, *Love of Learning* and *Character*.

### Community:

- Collaboration
- Active Citizens
- Celebrate diversity

### Love of Learning:

- Inspiration
- Embrace knowledge
- Creative & Critical thinking

### Character:

- Integrity & Respect
- Courage & Resilience
- Independence & Initiative



# From the Headteacher

Dear Applicant

## Part time Spanish and French teaching post at The Tiffin Girls' School – for September 2021

Thank you for your interest in the post of Teacher of Spanish and French at The Tiffin Girls' School. We are looking for someone who is knowledgeable and passionate about their subject, enthusiastic about teaching students who love learning and is committed to contributing to the students' all round development. I hope that the materials we have prepared help you to decide that you would like to apply.

I was drawn to the Headteacher post here because of the wonderful culture and ethos that permeates this remarkable school. Our motto, *sapere aude* - **dare to be wise**, has been shared by generations of students, especially when singing the school song, and this motto underpins our vision which promotes '**An intellectually stimulating and outward-facing school, enabling students to flourish and contribute to society**'.

Central to achieving this vision are the school's core values of **Community**, celebrating our diverse and inclusive community, promoting a culture of giving and encouraging students to be active citizens in society; a **Love of Learning**, inspiring students to pursue their passions with freedom of intellect and being challenged to think creatively and critically; and **Character**, building resilience, confidence and independence with integrity and respect for others. With our students' commitment to these core values, we aim to be regarded as much for our academic results, as for being a school community that nurtures collaboration and giving back to society, and encourages engagement in a wide and diverse range of extra curricular activities.

These three values are all considered when planning for learning, delivering our lessons, in the opportunities we provide, the standards we set, and our daily interactions with the students. Our values were also plainly evident in the hugely positive way in which our school community dealt with the many challenges of the recent lockdowns. Not only did lessons continue remotely, but students remained engaged and enthusiastic. Staff supported one another and their students, and the whole community of staff, students, friends and family made an impressive contribution to good causes such as a local initiative sewing items for the NHS.

Alongside this focus on our values, every member of this community is committed to safeguarding and promoting the welfare of all our students. We demonstrate our commitment through:

- maintaining an attitude of 'it could happen here';
- when concerned about the welfare of a student, always acting in the interests of the student;
- establishing and maintaining an ethos where students feel secure and are encouraged to talk and are always listened to;
- ensuring that all students know there is an adult in the school whom they can approach if they are worried or in difficulty; and
- including in the curriculum opportunities which will equip students with the skills and knowledge they need to stay safe from harm, to make informed decisions and to know to whom they should turn for help.

I hope that you are excited by what you read and see on the school's website, and that the opportunity to teach in such a successful department is an appealing one. I look forward to receiving your application.



Ian Keary  
Headteacher

# The Languages Departments

At KS3, all pupils study Spanish and French (based in their form groups): a one-hour lesson per week in Year 7 and two one-hour lessons per week in Years 8 and 9.

At KS4, all pupils have the opportunity to study both Spanish and French to GCSE, with the study of at least one being compulsory. Each subject has two one-hour lessons per week. Students follow the AQA specification.

At KS5, both Spanish and French are offered and both follow the AQA specification. We encourage students to pursue as much independent study as possible to verse them in the cultures of the language as well as prepare them for the demands of Higher Education. A film and a book are studied as part of the AQA specifications and we would want the candidate to be comfortable about the delivery of both options.

The Spanish GCSE exam results in 2020 were 91% level 9-8 and 98% level 9-7. The French GCSE results were 70% level 9-8 and 89% level 9-7. At A level, the Spanish results were 100% A\* and A, and the French results were 66% A\* and A.

The departments are committed to extending the students' enthusiasm and enjoyment of Modern Foreign Languages. There is an emphasis on developing speaking skills and encouraging creative approaches to teaching. Amongst other events, Spanish students enjoy a yearly trip to the theatre to see a play in Spanish and French students travel to the French Institute to watch films.

Each department possesses a wide selection of films as well as its own library of texts and magazines. The language rooms are situated together, each possessing its own interactive whiteboard, projector and computer, set of dictionaries, stock cupboard and classroom display boards for learning, celebration and stimulation.

Our Spanish and French Foreign Language Assistants support small group oral work for A level students as well as one-to-one sessions with GCSE students. Their presence enriches the departments, providing a wider range of native speaker contact with students.

The Heads of the Department of Spanish and French work together to ensure consistency in quality of provision and approach to the rigours of the examination specifications and the skills required by Higher Education courses.

## Our School

The Tiffin Girls' School, a selective state school and stand-alone Academy, is a vibrant and happy community where the students take centre stage. The school is currently home to 1,218 students, aged between 11 and 18, and as we start our 141<sup>st</sup> year, has been providing an education where students can live up to the school's motto *sapere aude* - dare to be wise. The school prides itself on encouraging students to aspire to excellence in everything they do, whether that be: academic excellence, a passion and enthusiasm for the creative and performing arts, sporting prowess, or student leadership. A broad and challenging curriculum sits alongside a stimulating and rewarding range of extracurricular activities, many of which are student-led, and these elements of school life combine to develop inquisitive, confident, dynamic and successful young people ready for their future lives as global citizens.

The students achieve highly because they are incredibly motivated, hardworking and focused. It is, however, the caring and strong pastoral system, complemented by the development of strong friendship groups, which makes them feel happy and safe, allowing them to flourish in their time here. The school also benefits greatly from a very positive relationship with parents, working together in our common aim which is to encourage and support the students.

The school is a six-form entry selective school, having expanded from five forms of entry in September 2016. As of September 2020, we have 180 students in each year group, with over 320 in the Sixth Form.

There are spacious yet functional premises, which provide extensive facilities in all areas of the curriculum. Specialist teaching areas include thirteen science laboratories, three art rooms, a drama studio, Learning Resource Centre (with additional computers), music suite and a computer suite of two computer rooms, with bookable laptops, chromebooks and clusters of machines in design technology, music and science. There is a large assembly hall, a separate dining hall and two gymnasia. Sports facilities include an astro turf, resurfaced netball and tennis courts. Students in years 7 to 11 bring their own chromebooks to school to ensure a seamless transition between home and school learning.

The school's proximity to London makes it possible for students of all ages to attend concerts, plays, theatre workshops, lectures, exhibitions, one-day conferences and international matches. The school makes good use of this facility as trips and activities outside of school form an essential part of the students' educational experience.

Parental contributions and fundraising have greatly enhanced the accommodation in the school. In the recent past, two new classrooms, a learning resources centre and two science laboratories, have been added thanks to our parents. Last year we completed a science laboratory refurbishment and a new teaching block which included a performing arts studio.

### Staff

The strong team of highly qualified staff has extensive and varied experience. Both teaching and non-teaching staff share a commitment to high standards of learning, discipline and care for the personal wellbeing of each student. Good liaison is cultivated with local feeder schools, community services, employers and with universities.

Opportunities for professional development are essential and care is taken to ensure all staff have access to training and new experiences through a comprehensive and personalised programme of CPD - both elective and directed. Based on the needs identified by appraisal and teaching and learning reviews, and underpinned by current research, our CPD programme offers bespoke pathways to development. Staff are encouraged to join working parties, recent groups include Curriculum and Behaviour for Learning. The impact of working party research or action is evaluated at the end of each year and reviewed for the following year. There is a well-developed programme of induction for all new colleagues and newly qualified teachers. In particular, we support staff who have the capacity to teach high achieving students but who have not yet had the opportunity to do so, for example by developing targets and setting aside CPD time to plan for A level teaching.

There is an active staff association, which arranges social activities throughout the year.

## **Admissions**

The school operates a two stage testing process for admission to Year 7. The Determined Admissions Arrangements for 2021-22 are available to read on the website.

In recent years, Governors changed the admissions criteria, promoting greater social responsibility by giving a priority to those living in the inner area and designated area who are from a disadvantaged background.

We anticipate continuing to be heavily oversubscribed each year, receiving a large number of applications from academically able students.

## **Curriculum**

The school provides a wide range of subjects that meet the learning and destination choices of our highly able students. Lessons are taught in one-hour periods over a 25 period week.

Our Key Stage 3 curriculum develops students' knowledge, skills and understanding, and lays the foundations for the courses students will then follow at Key Stage 4. All subject areas are enriched with a wide range of creative and stretch and challenge opportunities that are designed to enable students to reach their full potential.

In Years 10 and 11, subjects are taught across two periods per week. The exceptions to this are Maths (three periods per week) and English (four periods per week). The core curriculum includes English, Maths, Biology, Chemistry, Physics and a language with students then choosing three further options. All students receive a private study lesson and two PE lessons as part of their broader curriculum.

In Years 12 and 13, subjects follow A Level specifications. In Year 12, we offer a Higher Education Programme and a pastoral programme of activities designed to broaden their education.

Staff care passionately about the students, and we are acutely aware of the pressures that many high achieving students face. We have therefore developed a comprehensive evidence based PSHE curriculum, one period a week, which has been specifically written for our context and includes many guest speakers.

## **Sixth Form**

Sixth Form students have many opportunities to enrich their educational and social experiences over the two years and many participate in charity and not for profit enterprises. They compete at national level in the Young Enterprise Company Programme (UK winners 2013), enrol on the Duke of Edinburgh Award Scheme Gold awards, and take part in Chemistry and Biology Olympiads, Engineering Education Scheme, UKMT, debating, university challenge, Model United Nations and a wide range of other clubs and societies. Sixth Form students support and/or are extensively involved in contributing to Black History Month, our Time to Talk activities and lead on the extensive range of charity work the students are involved in. Alongside this, the students are encouraged to conduct work experience to support their personal development and UCAS applications.

Student leadership is actively encouraged and many Sixth Form students are school officers, prefects, subject associates and mentors for younger students in the school. Sixth Form students, for example, mentor and coach a large number of students in debating clubs covering all three key stages; all year groups compete in local and national competitions such as ESU and University Schools events.

While many of our students go on to Oxbridge (26 in 2020) and other Russell Group universities, a small number are choosing to study abroad or to take up degree level apprenticeships.

## **Location**

The school is located in spacious and attractive grounds in a pleasant residential area which is bordered by the River Thames and Richmond Park. It is situated on the northernmost edge of the Royal Borough of

Kingston upon Thames with easy access to road and rail networks. The nearest railway stations are at Kingston upon Thames (Zone 6), a fifteen-minute walk away, or Richmond upon Thames.

### **Equality and Diversity**

The school celebrates the diversity of its students and staff, and is fully committed to an ongoing programme of review of our equality and diversity practices to ensure all members of the school community are fully accepted and equally valued. We have a Stonewall award and as part of our commitment to an anti-racist strategy, the school is currently working towards an anti-racist school accreditation through the Centre for Race, Education and Decoloniality at Leeds Beckett University.

### **Safeguarding at The Tiffin Girls' School**

In support of our safeguarding commitment, we undertake rigorous employment and enhanced Disclosure and Barring service (with Barred List) checks on appointment. The school complies with the DBS Code of Practice and with the statutory guidance, Keeping Children Safe in Education, as updated from time to time. We provide regular safeguarding training and expect staff to be aware of, understand and act in accordance with school policies. On appointment, staff will be asked to sign up to our E-Safety, Health & Safety, Data Protection and Secure Data Handling policies and to our various Safeguarding documents. In addition, on appointment, all staff are required to sign their agreement to complying with the school's Code of Conduct. If any of the above raises any queries when you are considering your application, please do not hesitate to contact Kirstin Stansfeld, HR Director on [recruitment@tiffingirls.org](mailto:recruitment@tiffingirls.org).

Our safeguarding policy is available for you to read on our website at [www.tiffingirls.org](http://www.tiffingirls.org) under the tab 'Our School' and the page headed 'Key Documents'.

# Job Description: Classroom teacher

## Line of responsibility

The teacher is directly responsible to the Head of Department on curriculum matters and the Head of Year for pastoral issues.

## Job content

The basic duties of a teacher are outlined in the current Teaching Standards. S/he shall maintain a good understanding of whole school curriculum, teaching and learning, assessment and pastoral policies.

## Core responsibilities

- **Teaching:**
  - Plan work in accordance with departmental schemes of work, working collaboratively within the department which enables flexible and creative approaches to teaching
  - Take account of students' prior levels of attainment and use them to set future targets and inform planning
  - Set appropriate and challenging work for all students
  - Maintain good discipline by following the Behaviour for Learning policies and procedures
  - Ensure punctuality and establish a purposeful working atmosphere during all learning activities
  - Ensure effective setting of homework and provide comprehensive feedback to students
  - Identify and work appropriately with 'special educational needs', 'academically more able' and 'disadvantaged' students
  - Set work when required for absent students
- **Assessment, recording and reporting:**
  - Keep accurate records of students' work in line with school's Assessment and Feedback policy
  - Mark and return work set, including homework within an agreed and reasonable time and in line with the school's Homework and Assessment and Feedback policies
  - Use the school's marking scheme at all times; including guidance on literacy
  - Attend parents' evenings as required and keep parents informed about their child's performance and future targets
- **Pastoral work (Form Tutor):**
  - Follow schemes of work provided by Heads of Year or Senior Leadership Team
  - Being aware of the strengths and needs of each student
  - Undertaking regular tutor reviews with students, providing advice as necessary on strategies to develop key skills and achieve examination targets in all subjects
  - Monitoring and providing appropriate advice and guidance on individual student's progress in respect to attendance, homework, behaviour management and acceptable standards of conduct and appearance
  - Promoting high standards of behaviour and attitudes to work within the group
  - Promptly completing administrative tasks relating to the group
  - Other tasks appropriate to the tutor role; including creating a positive form environment

**Post threshold teachers:**

As a post threshold teacher, to act as a role model for teaching and learning, to make a distinctive contribution to raising standards across the school, to continue to develop own expertise, provide a sustained and consistent collaborative contribution to the wider work of the school, either internally or outside the school, proactively seek, create and lead on opportunities that have a demonstrably positive impact on creating an outstanding learning environment, and provide regular coaching and mentoring to less experienced teachers.

**General:**

- The teacher will be part of the school's appraisal scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date
- Update knowledge at a subject and national level by keeping up to date on research and inspection findings and other pedagogical information
- Keep ICT skills updated to ensure effective use of technology
- Demonstrate commitment to own professional development
- Demonstrate commitment to the extra-curricular life of the school
- Attend and contribute to key stage, subject, team and full staff meetings
- In relation to the school's strategic plan, contribute towards the goals and targets
- Maintain a professional interest in educational initiatives relevant to the teacher's subject(s)
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body
- To uphold the school's Staff Code of Conduct and policies in respect of child protection and safeguarding matters

The post holder may be required to perform any other reasonable tasks commensurate with a teaching post and in line with the school's terms and conditions.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher Status	✓	
Good honours degree	✓	
Evidence of commitment to continuing professional development	✓	
<b>Experience</b>		
Evidence of raising student achievement	✓	
Awareness of current developments in education training		✓
Strong track record of high success rates and positive value added in teaching at all Key Stages		✓
Experience of undertaking Form Tutor role		✓
<b>Skills and abilities</b>		
Ability to demonstrate excellent teaching practice against the current Teaching Standards to GCSE in both Spanish and French	✓	
Ability to demonstrate excellent teaching practice against the current Teaching Standards in Spanish to A level		✓
Demonstrate awareness of and ability to develop outstanding practice in teaching techniques	✓	
Demonstrate an ability to work as part of a team in a successful department	✓	
Ability to devise strategies to ensure aspirational student achievement	✓	
Evidence of effectively using assessment data to inform teaching and learning in your classroom	✓	
Demonstrate high level of skill in giving effective and regular feedback to students on academic progress	✓	
Ability to be an energetic and supportive form tutor	✓	
Ability to develop and sustain effective rapport with students and collegiate relationships with colleagues	✓	
Ability to manage and develop a good relationship with parents encouraging their involvement	✓	
<b>Personal qualities</b>		
Possess personal warmth and be able to gain the confidence of pupils and parents to create a safe environment for student development	✓	
The ability to reflect on own teaching practice, adapting teaching strategies and techniques based on departmental / senior leadership team feedback	✓	
The ability to communicate effectively (verbally and in writing) with all members of the school community	✓	
Excellent organisational skills, ability to work under pressure and meet deadlines	✓	
Commitment to the ambitious visions and values of The Tiffin Girls' School	✓	
Demonstrable commitment in previous settings to participation in the extensive extra-curricular program of the department	✓	
Demonstrable commitment to treating others fairly, equitably and with dignity and respect	✓	
Be able to work in a way that promotes the safety and wellbeing of students	✓	
Commitment to the school's safeguarding policies and procedures	✓	
Demonstrate an understanding of safeguarding responsibilities	✓	

# Why teach at Tiffin Girls'?

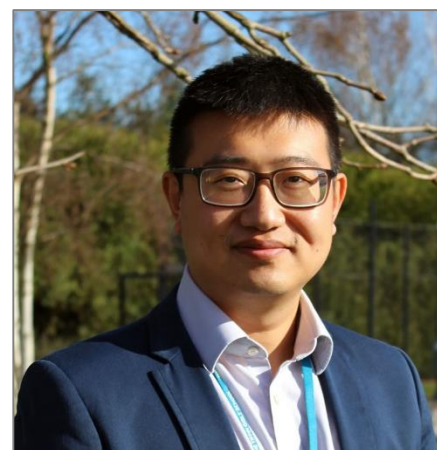
## Mrs Laura Metcalf Head of History



“ I joined the school as Head of History and since then, have had the opportunity to become a temporary member of the Senior Leadership Team before starting a family. After that, the school has supported me by enabling me to become part time and then within that, being able to job share the Head of Department role. More recently, I have undertaken sole Head of Department responsibility while working four days a week. It's a special place to work – the incredible engagement from the pupils and their love of history, their quest to find out more at every level – definitely keeps me on my toes. I still continue to be blown away by the sheer excitement they feel about learning. I enjoy working with a very diverse teaching staff; the Humanities department is particularly close knit and welcoming. A personal highlight is going to the Himalayas with World Challenge which was something I'd never experienced before and a life-long ambition. ”

## Mr Zidong Cui Maths Teacher and YE Coordinator

“ I was a business owner before becoming a teacher but I was trained in a very similar setting (a top performing girls' grammar school) in my PGCE year so I knew what it would be like working at The Tiffin Girls' School. Initially, I did think I might struggle with the level of Maths taught here as the pupils are so able, however, since I started, the support I've had from the department has made things so much easier. The Maths department has so many experienced teachers from whom I have learned so much. The people definitely make it special working here. The staff are so friendly and supportive. The students work really hard and are so interested in the subject. I took over the Young Enterprise programme in my third year. Because of my business background, I was really excited to help the students develop their business skills through real life experiences. I've taken them to many trade fairs (as far as Stratford upon Avon) and competition finals, and we've won several awards together. But the best part has been to see the progress the students make in a year – they've all been brilliant. The school has given me many opportunities to develop myself – I've been involved in CPD sessions and policy-making working parties, and I've been given opportunities to teach all the year groups. ”



## Ms Afiyya Sami Chemistry Teacher & KS3 Science Co-Ordinator



“ I started my teaching career at the school as a NQT – I was a bit nervous about applying as I thought I might not be able to teach at such a highly academic school. But I realised straight away they're just normal students – they're very enthusiastic, fun and willing to do well. The school has always been very supportive – there are lots of training sessions, and I had the opportunity to observe experienced and supportive teachers in the department, which also helped develop my skills in teaching A-Level. I'm really enjoying teaching the A-Level syllabus because the students are very passionate about their subject and share the love of your subject with you. One of the nicest bits about working here is the great sense of community. It feels like a family that supports and encourages each other and like every family we stay in touch, we get together to share, remember and celebrate. The support and encouragement also led me to apply for (and gain) the role of KS3 Science Coordinator after completing my NQT year. ”

# Benefits of working at The Tiffin Girls' School

All of our employees enjoy a range of benefits, with some specific benefits for teaching staff:

- Two week October half term
- Free tea and coffee in the staffroom with regular wellbeing weeks
- Pleasant working environment on the outskirts of the busy town of Kingston upon Thames with easy access to London and the surrounding Surrey countryside
- Free on-site parking
- Cycle to Work Scheme
- Enhanced maternity benefits and consideration given to flexible working where possible
- Free at the point of use counselling
- Free lunch and refreshments on Inset days
- A busy Staff Association who arrange social events

## Teaching Staff benefits:

- Membership of the Teachers' Pension Scheme: *the school contributes 23.68% of salary*
- Generous Teaching & Learning Responsibility allowances to recognise positions of responsibility
- The opportunity to participate in a wide range of working parties to enhance and influence working practices and pedagogy irrespective of your experience
- A structured CPD programme with elements of selective CPD so that you can tailor your personal development to meet your needs