



# **BEVERLEY GRAMMAR SCHOOL**

## **Teacher of MFL Recruitment Information Pack**



**Beverley Grammar School  
Queensgate  
Beverley  
East Yorkshire  
HU17 8NF**



# BEVERLEY GRAMMAR SCHOOL

## Teacher of MFL Recruitment Information Pack

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# BEVERLEY GRAMMAR SCHOOL

Founded 700AD

## Headteacher

Gavin Chappell

Queensgate | Beverley | HU17 8NF

Tel: 01482 881531 | Fax: 01482 881564

email: [office@beverleygrammar.co.uk](mailto:office@beverleygrammar.co.uk)

web: [www.beverleygrammar.co.uk](http://www.beverleygrammar.co.uk)

May 2022

Dear Applicant

Thank you for taking an interest in the post of Teacher of MFL here at Beverley Grammar School. Your ability to inspire our students and your love of teaching is incredibly important to us. This post represents a rare opportunity to join this small but enthused department of one of the area's outstanding schools.

At Beverley Grammar we are proud of our unique ethos, underpinned by our core values of confidence, ambition, resilience and empathy. Though traditional in many respects, we are also a forward-looking school, embracing modern methodologies where they are founded on secure, evidence-based practice.

We are an all-boys' comprehensive school sharing a joint sixth form with our partner school; Beverley High School for girls. School results at GCSE and A level are an undoubted strength but these are underpinned by excellent pastoral support and care, as well as a commitment to develop our students as reflective, empathetic and tolerant citizens.

Our MFL department is small but perfectly formed, comprising of a dedicated team of teachers, delivering German and French. We have recently appointed a Latin teacher which is delivered as an extra-curricular subject. We are looking for an enthusiastic, committed and determined practitioner to support the Head of Department in realising her vision.

The attached documents include Job Description, Person Specification, details about the MFL Department as it currently stands, and school application form. **Please outline in your supporting letter, of no more than 2 sides of A4, how your experience and qualities will match the details.**

If you are enthused by these challenges, I look forward to hearing from you by the closing date 26 May 2022, 10.00 a.m. Interviews will take place week on 27 May; selected candidates will be informed by e-mail. Further details will be provided once shortlisting has taken place.

Yours faithfully

Gavin Chappell  
Headteacher



# BEVERLEY GRAMMAR SCHOOL

## Mission statement

Our aims are for students to

- Have the ambition and confidence to achieve their dreams
- Act with self-awareness and tolerance
- Have the independence and resilience to overcome barriers

In order to achieve these aims we will strive to

- Set high expectations and standards in all areas of school life
- Provide a consistent, respectful and highly supportive environment
- Create opportunities for students to become leaders
- Value the achievements and contributions of all students
- Make students experience at BGS memorable



# BEVERLEY GRAMMAR SCHOOL

## THE APPLICATION PROCESS

Completed applications should be:-

Posted to Mrs C Hoyle,  
Beverley Grammar School,  
Queensgate,  
Beverley,  
HU17 8NF.

Emailed to [apply@beverleygrammar.co.uk](mailto:apply@beverleygrammar.co.uk)

Short-listed candidates will be contacted by email with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

## Queries

If you have any queries on any aspect of the application process or need additional information, please contact Mrs T. Simkin in the first instance on 01482 881531.

## THE CLOSING DATE FOR APPLICATIONS IS:

**26 May 2022, 10.00 a.m.**  
**Interview date –27 May 2022**



**Beverley Grammar School**  
**Queensgate**  
**Beverley**  
**East Riding of Yorkshire**  
**HU17 8NF**  
**Headteacher: Gavin Chappell**  
**Tel: 01482 881531**

## **A Teacher of MFL is required for September 2022**

**Closing Date:** 26 May 2022, 10.00 a.m.  
**Interview Date** 27 May 2022  
**Salary:** MPS, UPS  
**Contract type:** Permanent – we are interested in hearing from full time and part time applicants (0.72 FTE across 4 days)

We are seeking to appoint an impressive MFL Specialist who is a dedicated classroom practitioner, able to demonstrate an engaging love of languages, and a commitment to raising standards for all students.

Our highly regarded MFL Department offers French and German across the full age and ability range. Full involvement in the department is required; we actively encourage any extra-curricular activities to ensure our subject continues to thrive.

Applications from NQTs are welcome. We have an excellent programme of CPD to help you reach your full potential.

Further details and application forms are available at [www.beverleygrammar.co.uk](http://www.beverleygrammar.co.uk) Completed forms should be posted to Mrs C Hoyle, or emailed to [apply@beverleygrammar.co.uk](mailto:apply@beverleygrammar.co.uk)

Visits to the school are encouraged; please contact Ms K Smith, SLT Admin Manager, to make arrangements [k.smith@beverleygrammar.co.uk](mailto:k.smith@beverleygrammar.co.uk)

*Beverley Grammar School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Clearance from the Disclosure and Barring Service is required prior to appointment.*



# BEVERLEY GRAMMAR SCHOOL

## TEACHING AND LEARNING CLASS TEACHER - JOB DESCRIPTION

Job title	Teaching and Learning Class teacher
Responsible to	Head of Department / Link SLT Manager / Headteacher
TLR	None

Duties: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Key responsibilities**

#### **(a) Summary of post.**

1. Maintain a secure knowledge and understanding of your specialist subject and wider curriculum developments.
2. Provide teaching and learning to students across the National Curriculum Levels range.
3. Lesson preparation, classroom delivery, marking, assessing, reporting to parents according to school policy.
4. Planning and preparation of courses and lessons for groups of students assigned to you, taking into consideration the educational needs of students within those groups.
5. Using teaching methods, which engage students and stimulate their intellectual curiosity.
6. Liaising with SENDCO to provide appropriate learning for all students, addressing the needs of gifted and talented students and providing tutorial support to students.
7. Attend appropriate staff, student review, and departmental meetings.

#### **(b) Planning, Procedures and Development**

1. To plan and prepare courses, schemes of work and individual lessons appropriate to the needs, interests, experience and existing knowledge of the pupils in one's class.
2. Setting and supervising work by pupils: to teach classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere as appropriate to school policy.
3. Marking and recording: to mark and assess pupils' work and to record student development, progress and attainment, both at school and elsewhere.
4. Discipline and relationships: to maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.
5. Communication with parents: to build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
6. The Classroom: to maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole.
7. Overall policy and review: to take part in whole-school reviews of policy and aims, and in revising school guidelines.
8. Reports: to provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of

pupils.

9. Review: to evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate (in line with Performance Management).

**(c) Liaison, co-operation and Pastoral**

1. The teacher will work in liaison, contact and co-operation with: other members of staff, parents, governors, the local community, and advisory services.
2. The teacher will work in liaison with organisations and networks relevant to the teacher's specialism or subject.
3. Professional development: to keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the school.
4. To maintain and undergo regular observations and participating in regular in-service training as part of continuing professional development (CPD).
5. Liaising with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers as appropriate.
6. Undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties.

**(d) Student Progress**

1. Organise and manage consistent procedures to monitor: student progress, attainment, teaching and learning, lesson plans, starters, plenaries, marking.
2. Support departmental assessments both for external and internal exams.
3. Support departmental procedures in encouraging positive student feedback procedures and assess and act upon the comments.
4. Support the department in helping to assess students' work and returning it promptly to students
5. Encourage students to work to their potential.
6. Maintain confidentiality and establish positive, mutually respectful relationships with students.
7. Encourage positive pupil behaviour in the classroom and on the school premises and apply appropriate and effective measures in cases of misbehaviour.

Date approved	May 2022	Teacher signature	
Date reviewed	By agreement		

Line manager		Headteacher	Gavin Chappell
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The job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Headteacher to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express or implied, which arise from the nature and character of the post.



# PERSON SPECIFICATION

## Teacher of English

**Key: Ess : Essential, Des : Desirable, A : Application, I : Interview, R : Reference, C : Certificate**

	Ess	Des	A	I	R	C
<b>A. Knowledge/Qualifications</b>						
Graduate with Qualified Teacher Status or QTLS	*					*
<b>B. Teaching and Learning</b>						
An ability to implement classroom strategies which motivate students to high standards of achievement	*			*	*	
An ability to develop good working relationships with students and staff		*	*	*	*	
An exceptional classroom practitioner	*		*	*	*	
Excellent communication skills, oral and written	*		*	*	*	
Confidence and competence in the use of Information and Communications Technology and knowledge of how ICT can be used to enhance students' learning	*		*	*		
An ability to be flexible	*		*	*		
Ability to articulate the characteristics of effective teaching and learning	*			*		
Understand how to ensure effective student learning through challenging, high quality and exciting teaching	*			*		
Experience of effective monitoring and evaluation of teaching and learning	*		*	*	*	
Good behaviour management strategies	*		*	*	*	
Understanding the notion of accountability and Quality Assurance		*	*	*		
Understanding of the principles and concepts of equality and fairness and a commitment to inclusive education for all	*		*	*		
Enthusiastic and hard-working and able to contribute to whole-school projects	*		*	*	*	
<b>C. Skills</b>						
Thorough working knowledge of the Curriculum and recent initiatives	*		*	*		
Knowledge of OFSTED requirements	*		*	*		
Excellent administrative and communication skills	*		*	*	*	
Excellent time management and organisational skills	*		*	*	*	
Ability to manage resources effectively	*			*		
Understanding of self-evaluation		*		*		