



BOURNEMOUTH SCHOOL FOR GIRLS

WORK HARD | BE KIND | BE AMBITIOUS



## Teacher Application Pack

TEACHER OF MODERN FOREIGN LANGUAGES  
(GERMAN & FRENCH)

**Salary: MPS/UPS**

**Starting: September 2025**

# WELCOME TO BSG



Dear Colleague,

Thank you for your interest in our post for teacher of Modern Foreign Languages (German & French). We welcome applications from candidates interested in either a full time or part time contract – please stipulate your preference in your application. 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 support 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 at any stage of their career.

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. 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.

A handwritten signature in blue ink that reads 'David Sims'.

Mr. David Sims, Headteacher



BOURNEMOUTH SCHOOL  
FOR GIRLS

[www.wearebsg.uk](http://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 8<sup>th</sup> highest in England's Southwest region, according to the latest Sunday Times Parent Power Survey. 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 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.

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

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

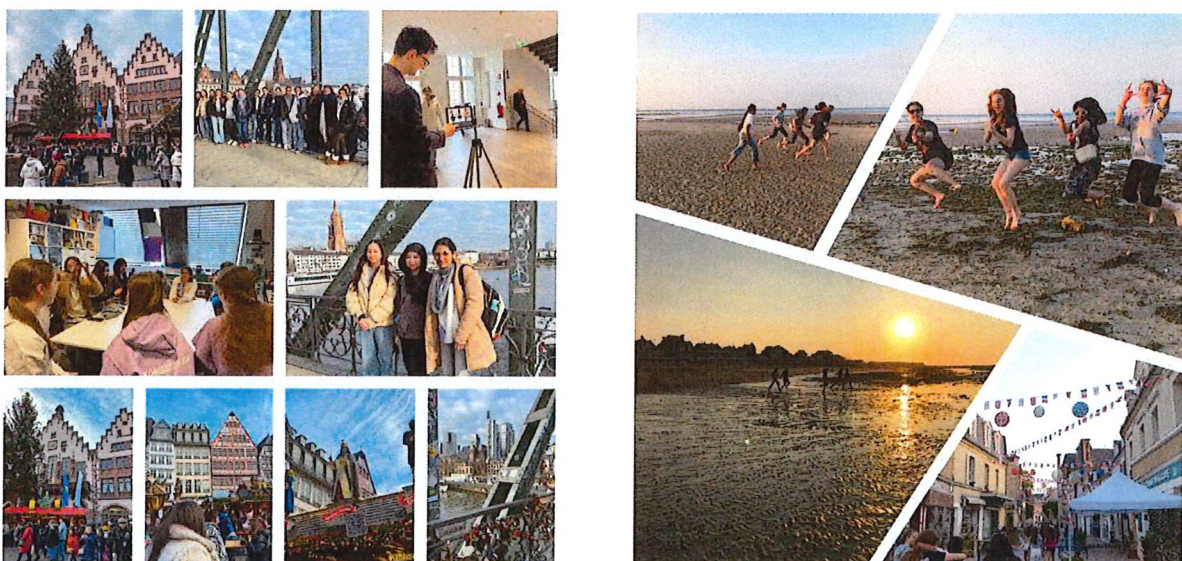
## Accommodation

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 Head of Modern Foreign Languages, Mrs Kate Waters – [kwaters@bsg.bournemouth.sch.uk](mailto:kwaters@bsg.bournemouth.sch.uk)



# ABOUT THE POST

We are looking for a full-time or part-time teacher of MFL (German & French) 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
- the ability to teach German to A Level and French to at least GCSE
- outstanding subject knowledge with an ability to share this with pupils in an exciting and academically rigorous way
- 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 6 May 2025.

This should include:

- a completed application form
- a letter of application outlining your readiness for the role.

We plan to interview for this post on Friday 9 May. 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	Teacher of MFL – German & French (permanent, full time or part time)
Purpose	<p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.</p> <p>To provide a learning experience which provides pupils with the opportunity to achieve their individual potential.</p> <p>To contribute to raising standards of pupil attainment.</p> <p>To share and support the school's responsibility to provide and monitor opportunities for pupils' personal and academic growth.</p> <p>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.</p>
Reporting to	Head of Department
Responsible for	The provision of a full learning experience and support for pupils.
<b>MAIN DUTIES</b>	
Curriculum Provision	<p>Under the guidance of the Head of Department to teach the pupils assigned to him/her, including:</p> <p>Planning and preparation of lessons</p> <p>Setting and marking of homework</p> <p>Assessing and recording the development, progress and attainment of the pupils</p> <p>Assisting in the development of appropriate syllabuses, resources, schemes of work, policies, development planning and teaching strategies in the Department.</p>
Pastoral Responsibilities	<p>To have pastoral responsibility for an assigned group of pupils.</p> <p>To promote the general progress and well-being of individual pupils and of the assigned group as a whole.</p> <p>To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</p> <p>To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.</p> <p>To contribute to the preparation of Action Plans and progress files and other reports.</p> <p>To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.</p> <p>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.</p> <p>To contribute to PSHE according to school policy.</p>
Whole School Responsibilities	<p>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.</p> <p>To uphold school policies and procedures.</p> <p>To apply the Positive Behaviour Management Policy so that effective learning can take place.</p> <p>To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</p> <p>To contribute to whole school and cross-curricular initiatives.</p> <p>To cover for absent staff in accordance with agreed policies.</p> <p>To undertake supervision and invigilation duties around the school in accordance with agreed policies.</p> <p>To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.</p>



Staff Development	<p>To take part in the school's staff development programme by participating in arrangements for further training and professional development.</p> <p>To continue personal development in the relevant areas including subject knowledge and teaching methods.</p> <p>To engage actively in the Performance Management Review process.</p> <p>To ensure the effective/efficient deployment of support staff assigned to the teacher.</p> <p>To undertake assessment of pupils as required by external examination bodies, departmental and school procedures.</p> <p>To work as a member of a designated team and to contribute positively to effective working relations within the school.</p>
Management of Information	<p>To maintain appropriate records and to provide relevant accurate and up-to-date information for the school Management Information Systems, registers, etc.</p> <p>To ensure the maintenance of accurate and up-to-date information concerning pupils taught.</p> <p>To make use of performance data provided to track pupil progress and to inform teaching and learning.</p>
Communications	<p>To communicate effectively with the parents of pupils as appropriate.</p> <p>To follow agreed policies for communications in the school.</p> <p>To take part in activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.</p> <p>To contribute to the development of effective links with external agencies and partner schools.</p>
Management of Resources	<p>To contribute to the process of the ordering and allocation of equipment and materials.</p> <p>To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of resources.</p> <p>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.</p>
<p>Employees will be expected to undertake any other duty as specified by the latest School Teachers' Pay &amp; 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>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>	

