

**WALTHAMSTOW SCHOOL FOR GIRLS**

***“Neglect not the gift that is in me”***



**Information for applicants for the post of:**

**Temporary French Foreign Language Assistant / Temporary Spanish Foreign Language Assistant**

**Required September 2019 until July 2020**

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March 2019

Dear Applicant

Thank you for requesting an application pack for the post of Administrative Assistant Apprentice.

Walthamstow School for Girls is a high achieving, oversubscribed, diverse school which is regularly in the top 5% nationally for progress and the top 10% nationally for attainment and is at the centre of the vibrant local community of Waltham Forest (the first London borough of culture). We have an ambition to become ‘world class’ and a commitment to work with other professionals both locally, nationally and internationally, through our Erasmus links. We won the national High Aspiration Award for the progress made by disadvantaged students and have won SSAT Achievement and Progress awards annually since 2014. We have been awarded the SSAT Exceptional Education standard twice; in 2017, for *Leadership through Moral Purpose*, and, in 2018, for *Systems: use of assessment, data, policies* *and monitoring to support teaching and learning.* We were awarded Teaching School and National Support School Status in September 2017. In June 2018, following a Section 8 inspection, we were awarded an ‘outstanding’ judgement.

Our students are ambitious and hard-working; they embrace the range of opportunities offered to them both during and beyond the school day. This is highlighted not only by our exceptional examination results but also by the maturity of the girls, their sense of responsibility, community and fun. They are a delight to work with.

We offer excellent facilities to both staff and students. Our acclaimed architect designed site is an oasis of green and a pleasure to work in. It is well served by transport connections, being just ten minutes’ walk away from Walthamstow Central tube and overground station and five minutes’ walk from the popular Walthamstow ‘village’, and creative and restaurant quarter. We pride ourselves on working hard to retain our role as an important part of the local community. Examples of this commitment can be seen in our weekly *Greensheets*. Our staff are inclusive and friendly, with regular social and wellbeing events as well as charity fundraising.

We are committed to Safer Recruitment practices and procedures and shortlisted applicants will be questioned about their commitment to the safeguarding of young people. The successful candidate will be subject to an enhanced DBS clearance.

Thank you for taking an interest in this position. I do hope that having read more about the school you will decide to apply for the post. I look forward to receiving your application. Please note that it will not be possible to give feedback to unsuccessful applicants, other than those called for interview. Thank you for your understanding and good luck with your career in education.

Ms Meryl Davies

Headteacher, NPQH, NLE



**The History of Walthamstow School for Girls**

In January 1890, a circular stated that a “school for girls” was to be opened. Walthamstow was described as a pleasant suburb on the borders of Epping Forest. Hoe Street was almost a country road, with a few houses on either side and meadows in which were sheep, cattle, hawthorn and wild roses.

Miss Hewett was the first Headmistress, at the age of 27 until she retired in 1924. There were 49 girls, whose ages ranged from 7-16 years. At this time there were only five teachers, two of whom were graduates. The School’s original Staff Book gives details of the first one hundred teachers. Of them 30 remained at the school for ten years or more, 22 giving over twenty years’ service. Until 1944 all the teachers were women and not married.

The original building was in West Avenue Road and when the numbers grew the school moved to Church Hill House, where a church now stands. At this time there were also boys up to the age of 13 years at the school. It was in September 1913 that 243 girls came into the present building with the Greek Theatre being added in the 1920s. However in July 2008 the whole school moved off site for a period of four school terms to facilitate the building and refurbishment programme that has resulted in the unique blend of traditional and state of the art facilities found at the school today.



Walthamstow School for Girls is a place of high achievement. Effective teaching and learning are at the heart of our school. The school motto *“Neglect not the gift that is in thee”* underpins all the school’s work. Every girl is expected, encouraged and supported to achieve her very best academically and our pastoral system supports our students’ academic and social experiences.

**Our role is to educate tomorrow’s women through a range of activities and opportunities to be confident, secure and happy individuals as they prepare for further education, careers and future lives.**

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**Temporary Foreign Language Assistant**

**Scale 3**

**£21,591.00 - £21,981.00 (PRO-RATA)**

**17 hours per week (4 days per week, 45.6 weeks per year)**

**Required September 2019 until July 2020**

Walthamstow School for Girls is a highly successful, multi-cultural school providing a high quality education in all areas of the curriculum.

We are looking to appoint a French Foreign Language Assistant and a Spanish Foreign Language Assistant to join our dynamic Modern Foreign Languages team.

As the successful candidate you must have a good standard of English. You should be able to demonstrate a good knowledge of the grammar and structure of the native language together with excellent communication skills.

An application form and recruitment pack are available to download from here. Completed application forms should be returned to the school by email to [m.madhani@wsfg.waltham.sch.uk](mailto:m.madhani@wsfg.waltham.sch.uk). Please note CVs will not be accepted.

**Closing date: Tuesday 21st May 2019 (noon)**

**Interview date: To be confirmed**

**Walthamstow School for Girls is committed to safeguarding and protecting the welfare of children and young people. Walthamstow School for Girls is committed to Safer Recruitment practices and procedures. The successful candidate will be subject to an enhanced D.B.S.**

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**WALTHAMSTOW SCHOOL FOR GIRLS**

**JOB DESCRIPTION**

**Post Title:** Foreign Language Assistant

**Reporting to**: Head of Faculty (MFL)

**Liaising with:** Teachers and other support staff.

**Working time**: 17 hours per week (4 days per week – Term-time only).

**Salary/Grade**  Scale 3

**JOB PURPOSE**

A Foreign Language Assistant will either assist the language teacher with the language classes or support small groups. Your role will be to improve students’ confidence in communicating in your language and help classes to become more interactive and fun by discussing contemporary aspects of youth culture in your country such as current affairs, education, sport, fashion, films, TV, lifestyles and celebrations.

**MAIN** **DUTIES / RESPONSIBILITIES**

* To support the language sessions in the target language through conversations and activities.
* To liaise with class teacher on a regular basis regarding content and structure of teachersessions.
* To support the class teacher with preparation of authentic materials.
* To be prepared to use the target language at all times and to adapt it according to the level and ability of the student group.
* To assist the Head of Faculty in identifying resource needs.
* To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, Faculty and the students.

**GENERAL**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the school
* Contribute to the extra-curricular activities run by the MFL faculty
* There is an expectation to attend all key school events out of hours as directed in the school calendar e.g. Opening Evenings, all Faculty and Staff Meetings and relevant twilight Inset sessions
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all. To treat all users of the school with courtesy and consideration
* Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times
* The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to be flexible and carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

January 2018

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**WALTHAMSTOW SCHOOL FOR GIRLS**

**PERSON SPECIFICATION**

**Foreign Languages Assistant**

1. **Experience**

* Native speaker of French or Spanish
* Good knowledge of grammar and structure of the native language
* Experience of working with young people

**2. Qualifications**

* + - Good standard of English
    - Fluency in either French or Spanish

**3. Knowledge, Skills and Abilities**

* + - Excellent communication skills written and oral
    - An enthusiasm for the target language and an ability to promote a sense that French/Spanish is enjoyable
    - Knowledge of the culture associated with French/Spanish
    - Ability to work as part of a team
    - Ability to effectively organise day-to-day workload ensure deadlines are met
    - Ability to relate well to children and adults
    - Willingness to work flexibly according to the needs of the School
    - Commitment to Equal Opportunities

January 2018

**Walthamstow School for Girls – The Languages Faculty**

The Languages Faculty at Walthamstow School for Girls is a very successful faculty. All Language staff are fully committed to ensuring our students really enjoy their language learning experience and achieve their full potential in this subject area. We strive to ensure that our students develop a real interest in the cultural aspects of the languages we teach which will enrich their lives and lead them to view language learning as something they will continue with in the future.

Our success as a faculty has been achieved principally by strong team work, effective planning, and the delivery of consistently high quality teaching. We have very high expectations of our students in terms of motivation and effort. They respond extremely well to our teaching and have high expectations of themselves and of us. This is evident through our consistently outstanding GCSE results. In 2016, French achieved 87% A\* - C, Spanish 77% A\* - C and Urdu 100% A\* - C.

We are very well supported by our Leadership Team and this has enabled us to be very well resourced with some of the best language teaching materials available. These include the Métro and Studio for French as well as the Listos and Viva courses at KS3. In KS4, we have recently updated all our resources in both French and Spanish to support the new 2016 GCSE Specification.

We have access to excellent ICT facilities which provide the opportunity for our students to use the Internet and to work independently on Métro Électro and Linguascope. All of our classrooms are fully equipped with interactive whiteboards enabling staff to fully utilise a range of teaching materials including Boardworks in French and Spanish. All our listening materials are stored on the school computer network which is accessible from all classrooms.

In terms of the curriculum, Year 7 students will study both French and Spanish. A noteworthy feature of our Year 7 curriculum is that all of our Year 7 students have the opportunity to study Urdu. Some of them subsequently choose to continue with this language through to GCSE in Year 11. A very high percentage of our students opt to continue with their language to GCSE. Usually we have two or three French groups, two or three Spanish groups and one or two GCSE Urdu group in Years 10 and 11. Group sizes are usually between 20 and 25.

We are fortunate to have French and Spanish language assistants each year and our students benefit enormously from working with them. The faculty has successfully organised trips to France and Spain. Many other extra-curricular activities are organized such as lunch-time language clubs and after-school and lunch-time support.

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**Staff Benefits**

Outlined below are some of the additional benefits available to staff working at Walthamstow School for Girls.

**Cycle 2 work scheme**

This benefit offers staff the opportunity to make tax and national insurance savings whilst keeping fit at the same time.

**Commitment to CPD**

We actively encourage CPD to all staff. We regularly provide whole school CPD as part of the school calendar as well as supporting individual CPD requests.

**Eye Tests**

All staff using computer equipment should have eye and eyesight tests at regular intervals. Eyesight testing should also happen where staff experience visual difficulties, which may reasonably be considered to be caused by computer work.

**Staff Wellbeing**

As part of our CPD for staff we include sessions related to staff wellbeing. These include The Walthamstow School for Girls Running Club, Badminton, Box fit exercise sessions, yoga and the London Club (historical walks around London).

**Workplace Options - Employee Assistance provider**

A confidential counselling, help and information service is provided for all employees of LBWF and is available free of charge 24 hours a day, every day of the year. Counselling is offered on the telephone or in a face-to-face setting, in locations close to your work or your home. This service can help with a range of problems from practical everyday matters to sensitive and emotional issues.