

**Applicant Information Pack**

LANGUAGES ASSISTANT





 

**Headteacher Letter to Applicants**

The Priory School is an oversubscribed, 11-16, comprehensive situated in a popular, residential area of the County Town of Shrewsbury. There are approximately 840 students on roll with a six-form entry. The school has an excellent reputation across the county.

Our main school building dates from the late 1930s, with a mix of additional classroom blocks added over time, to cater for the growing needs of the school. Our latest ‘Maths Block’ opened in 2019 and symbolises our determination to provide our students with a first-class environment, conducive to learning.

As soon as you enter our school you gain a ‘feel’ for our very special ethos and culture. Students conduct themselves in an exemplary manner and have high expectations of their own and others’ conduct, both in and out of lessons. They are a pleasure to teach and be with. We are an inclusive school and value the diversity of our student body. Outcomes for our students are above average and progress over the last three years has improved year on year. We are determined to ensure this remains the case and constantly reflect on all that we do to ensure we continually improve.

We have a vibrant House System that embodies all we stand for and our students participate in a range of activities, in large numbers. The system helps us to celebrate a range of talents and interests, complementing an extensive extra-curricular programme and has become an integral part of ‘Priory Life’. We believe education is about developing the individual holistically, not just academically. As a result, we have a rich and broad curriculum, to ensure the development of all our students into **Selfless, Self-Assured, and Successful** individuals.

Our staff are a close-knit team who are dedicated to ensuring our students have the best experience of school life. School leadership are committed to their continued professional development and have placed significant emphasis on staff well-being; reviewing workload to support a healthy work-life balance.

The successful applicant will be joining us at an exciting time of our development, both as a school and as part of an evolving multi-academy trust. They will work within a school, which prides itself on being outward facing, dynamic and aspirational whilst retaining an important feel of the traditional.

If you choose to join the Priory School you will not only benefit from joining an exceptional school, you will greatly benefit from working within an aspirational family of schools. Please take time to view our website <https://priory.tpstrust.co.uk/> for more details.

Alison Pope

Headteacher

**About our Trust**



Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School and St Martins, a 3-16 school in North Shropshire.  In July 2017, we were joined by Coleham School, a 4-11 school in Shrewsbury and a fourth school, Thomas Adams, joined us in March 2020. Thomas Adams is located in Wem and is an 11-18 comprehensive state boarding school, with approximately 1200 students. In April 2021 we were joined by William Brookes School an 11-18 school in Much Wenlock. We have hopes of further growth in the near future.  The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

**“The value of the individual, the benefit of the team”**

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively.  We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together.  In short, the leaders within the MAT are keen to receive expertise and share best practice.  We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

**MFL at The Priory School**

The MFL department is a successful and vibrant part of The Priory and we are very excited to welcome a new Assistant Head of Department in September who will build on strong foundations and introduce new ideas to ensure all our students fulfil their potential and experience the satisfaction and enjoyment of learning languages.

Students at The Priory all study French in Year 7, with the strongest students taking on Spanish as a second language alongside French at the start of year 8.

There are currently four members of teaching staff working alongside the Head of MFL to inspire and engage our students to communicate to the best of their ability in French and Spanish to give them the confidence and curiosity to explore new countries and cultures in the future. We benefit from a Spanish assistant, based at Shrewsbury School, who works at The Priory for 6 hours a week. We also regularly support Associate Teachers who work with us during their training to become languages teachers. We use the Pearson Edexcel GCSE specification and the Pearson Viva resources at both KS3 and KS4.

Our last trip abroad was in the summer of 2019 but we are beginning to look ahead to plan more trips abroad, post- Covid. We also offer a range of extra-curricular activities which we are keen to expand and develop further.

**Job Description**

  

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| **Title of Post:** | Languages Assistant |
| **Post Status** | Fixed Term |
| **Grade and SCP** | 6 SCP 7-11 |
| **Accountable to:** | Head of Languages |

**Main purpose**

* To support students to improve their French pronunciation and confidence with speaking in French
* To give students an insight into the culture of France/a French speaking country

**Duties and Responsibilities**

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students.
* Observe student performance and pass observations on to the class teacher
* Use allocated time to devise clearly structured activities that interest and motivate learners to support in advancing their learning
* Collaboratively plan how to support the inclusion of pupils in the learning activities and also during intervention
* To give students feedback to help improve their French pronunciation
* To work with individuals/groups of students to help them become more confident when speaking and writing in French, using and increased range of vocabulary and grammatical structures.
* To give students the opportunity to understand a different culture and become more open-minded and conscious about the work outside the UK.
* To support the French teachers to produce up to date and relevant resources to engage and support students in their French studies.

**Professional development**

* Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

**Other Responsibilities**

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and comply with all school policies and procedures
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos and aims of the School and Trust
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that the Headteacher feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * Fluency in French | * A native speaker of the language with recent experience of living in a French-speaking country * Degree level qualification |
| **Work or relevant experience** |  | * Experience of working with young people |
| **Knowledge and understanding** | * Commitment to safeguarding policies and procedures * An understanding of how to support students with learning a second language | * Understanding of the requirements of GCSE French (Edexcel board) * Understanding of current relevant education issues/initiatives * Awareness of current developments in education, teaching and learning |
| **Skills and Abilities (relevant to post)** | * Ability to challenge, influence and motivate students to achieve high standards when speaking French * Ability to prioritise, plan, organise self and others * Excellent communication, written and verbal * Ability to cope calmly under pressure * The ability to build positive relationships with colleagues and students * High expectations of students and the ability to ensure that all students’ needs are met * Sufficiently fluent in spoken English to ensure effective performance in the role |  |
| **Personal Qualities** | * Enjoys working with young people * Has ambition * Willingness to contribute to whole school improvement * Resilience to an ever changing education agenda |  |
| **Special Conditions** | * Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. |  |

**Further Information**

We are the lead school for Shropshire and Telford Education Partnership the DfE sponsored Teaching School Hub which covers Shropshire and Telford and Wrekin. We work in collaboration with three other former teaching school alliances to deliver the Early Career Framework, act as an Appropriate Body for Early Career Teachers, deliver the full suite of NPQs, offer School Direct PGCEs through our wider partnership as well as provide accredited CPD to meet the needs of the area. This signals a very exciting new chapter for the school in its contribution to the wider development of teaching and support staff across the local area.

We are also the lead school for the Shropshire, Herefordshire and Wolverhampton (SHaW) Maths Hub. Our Maths Hub work, which arises through our Teaching School status, covers Shropshire, Herefordshire and Wolverhampton, and has seen significant growth and success since its inception in 2014.

**The Appointment Process**

Applications will only be accepted from applicants completing the Application Form in full. We do not accept CV’s in support of an application.

The Application Form can be found on our website and all applications will be acknowledged.

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications: 10**am, Friday 1st July 2022

**Interviews:** Thursday 7th July 2022

If you have any questions based on any aspect of the appointment process, need additional information, or would like to visit the school, please contact Jo Kewell, at: [hr@tpstrust.co.uk](mailto:hr@tpstrust.co.uk)

**Please return completed applications to:** Jo Kewell, at: [hr@tpstrust.co.uk](mailto:hr@tpstrust.co.uk)/ or applications can be returned to The Priory School Trust, Longden Road, Shrewsbury, SY3 9EE

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website :* [*Click Here*](http://priory.tpstrust.co.uk/parents/school-policies-statutory-information/)

*This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.*