



EDUCATION  
TRUST

# Applicant Information Pack

## Languages Assistant



*'Every Individual is in a great school'*



## 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



The 3-18 Education Trust is currently made up of nine schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### Our Vision:

To ensure every individual is in a great school.

### Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



## Job Description



<b>Title of Post</b>	Languages Assistant
<b>Post Status</b>	Fixed Term
<b>Grade and SCP</b>	6 SCP 7-11
<b>Reporting to</b>	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 are 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, 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

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Fluency in French</li> <li>GCSEs at grades 9 to 4 (A* to C) including English and maths</li> </ul>	<ul style="list-style-type: none"> <li>A native speaker of the language with recent experience of living in a French-speaking country</li> <li>Degree level qualification</li> </ul>
<b>Work or relevant experience</b>		<ul style="list-style-type: none"> <li>Experience of working with young people</li> </ul>
<b>Skills and Abilities (relevant to the post)</b>	<ul style="list-style-type: none"> <li>Ability to challenge, influence and motivate students to achieve high standards when speaking French</li> <li>Ability to prioritise, plan, organise self and others</li> <li>Excellent communication, written and verbal</li> <li>Ability to cope calmly under pressure</li> <li>The ability to build positive relationships with colleagues and students</li> <li>High expectations of students and the ability to ensure that all students' needs are met</li> <li>Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Commitment to safeguarding policies and procedures</li> <li>An understanding of how to support students with learning a second language</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the requirements of GCSE French (Edexcel board)</li> <li>Understanding of current relevant education issues/initiatives</li> <li>Awareness of current developments in education, teaching and learning</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Enjoys working with young people</li> <li>Has ambition</li> <li>Willingness to contribute to whole school improvement</li> <li>Resilience to an ever changing education agenda</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	

## Additional Information about The Priory School

Set up as a girls' grammar school in 1939, The Priory School became a mixed comprehensive when Priory Boys' Grammar School (now Shrewsbury Sixth Form College) joined in 1980.

The Priory School has a reputation for academic excellence and it is our aim to ensure that every child is encouraged to pursue their own personal excellence and provide an education that will encourage students to become lifelong learners. It is also our belief that this can only be achieved if parents, staff and governors work together to ensure the best possible support and provision for each child.



The Priory School encourages students to take on responsibility. In Year 10, students are able to apply for the positions of School Captains. The duties of School Captains and Deputies are various and include them acting as ambassadors for the school, setting an annual theme which is then pursued throughout the whole school. There is also The School Council, which is used to act as an executive body receiving reports from and consulting with different student groups with

specific responsibilities within the school.

The school operates a house system comprising of six houses Attenborough, Frank, King, Hawking, Nightingale and Parks. One form in each year group belongs to one of the houses, which are run entirely by Year 11 students. The activities that they run vary from inter house sports through to fund raising. In March the House Cup is awarded to the winning house.



The Priory School is 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.



## What We Offer

### Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

### **In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:**

- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- Access to same day GP online appointment 24/7 365 days a year.
- 1:1 Counselling Service
- Discount Scheme for high street retailers, mobile phone providers, holidays, electrical goods, supermarkets, restaurants, cinema, etc.
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (28.68% employer contributions)
- Local Government Pension Scheme (19% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

We are also currently exploring:

- Electric/Hybrid Car Lease Scheme
- Healthcare Scheme



## The Appointment Process

An application form is available to download from the school website:

<https://priory.tpstrust.co.uk/contact-us/current-vacancies/>

Please send completed applications to: [pri-hr@pri.318education.co.uk](mailto:pri-hr@pri.318education.co.uk)

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 receipt of applications is 10am on Tuesday 5<sup>th</sup> November 2024**

**Interviews will be held on Wednesday 6<sup>th</sup> November 2024**

### Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- 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.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate

*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 trust website.*

***In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of our safer recruitment process.***