



## READING BLUE COAT SCHOOL

### VACANCY PROFILE INFORMATION PACK

#### GERMAN LANGUAGE ASSISTANT (PART TIME)



**Closing date for applications: Tuesday 29<sup>th</sup> May 2018**

Interviews will be held week commencing 11<sup>th</sup> June 2018.

Applications may be submitted by CV or School Support Staff Application Form, which can be downloaded from our website "Vacancies" page [www.rbc.org.uk/vacancies/](http://www.rbc.org.uk/vacancies/)

This should be submitted with your letter of application, by email to [recruitment@rbc.org.uk](mailto:recruitment@rbc.org.uk). You will be required to complete an Application Form if invited to interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.



## READING BLUE COAT SCHOOL

### BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school with 760 pupils. Boys aged 11 – 18 and girls aged 16 – 18. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire Thames side village of Sonning, four miles east of Reading, where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 160 salaried staff, of whom about 50% are academic staff.

### FACILITIES

The School enjoys excellent facilities and continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.



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### ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 10. Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.

In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own UP (university preparation) programme. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2017 academic results were impressive; the A Level results were Blue Coat's best ever with 82.7% achieving A\*-B and at GCSE the School has achieved 90% A\*- B five years running.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2017 just under 90% of students achieved places at their preferred university.

### PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy, and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

### SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential –



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physical fitness and skill, teamwork and learning how to win and lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important. Major sports are rowing, rugby, netball, football, cricket, tennis and athletics. Other sports include golf, squash, cross country, climbing, weight training, touch rugby, shooting and archery.

### DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summer time" – an outdoor festival of the arts, and other eclectic events that take place across the year.

### CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Creative Writing and Journalism.

### COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by our founder, Richard Aldworth. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Further afield, the School has an established partnership with a school in Ghana.

Further information is available on the School's website at [www.rbc.org.uk](http://www.rbc.org.uk)

Contact for questions about careers at the School and the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU or by email to [recruitment@rbc.org.uk](mailto:recruitment@rbc.org.uk)



# READING BLUE COAT SCHOOL

## THE MODERN LANGUAGES DEPARTMENT

The Languages Department at Reading Blue Coat offers students a stimulating and inspiring environment in which to learn languages. From Year 7 all students study French as well as German or Spanish. The majority of students continue with two languages until the end of Year 9, after which they have the chance to opt for the language or languages of their choice. All students will study a language at GCSE. The department offers Sixth Form students the chance to study French, German or Spanish at A level or at AS enrichment level. We are keen to give students an experience of the country whose language they are studying, so students have the opportunity to visit a country in the junior school and in the Sixth Form. Students of French have the opportunity to go on a study tour to Geneva in year 9, whilst Sixth Formers go to Lille. In year 8 students of Spanish are offered the chance to go to Barcelona, whilst Sixth Formers go on a study tour to Madrid.

There are currently seven full time members of the department and two part-time members, who also work in other departments. There is a Head of German who is also Head of Modern Languages, as well as a Head of French and Head of Spanish. There is also a Language Assistant available in all three languages.

All students in Year 7 receive three lessons a week of 35 minutes in each language. This increases to four in Year 8 and reduces to three in Year 9. In the junior school the main emphasis is on speaking and enjoyment, so that the students feel motivated and keen to speak the languages. As part of their language learning, students also learn basic grammar and there are regular vocabulary tests and termly assessments, to assess progress.

In Year 10 and 11 students receive four lessons a week and are more focused on their preparation for the Edexcel IGCSE, which they sit at the end of Year 11. This involves students having to write and speak with a certain level of independence and spontaneity, which is what we try to encourage during the lessons. As with all age groups, a variety of methods are used in the lessons, including PowerPoint, use of the computer room, games and role plays. GCSE results have been very successful over recent years. Last year 88% of all grades in French were A\*-B\* and in Spanish 82% achieved B and above.

At A and AS level, students are taught in much smaller groups and are prepared for the AQA exam. This involves the teaching of a number of social and cultural topics, all of which are linked to the country. In addition they are taught a film and a book. At A level students have to prepare a research project, which they have to discuss in the oral exam. Language students are generally very motivated and are keen to attend their extra lesson with the Language Assistant. Many go on to university to study languages. We also encourage them to go into primary school to run language clubs for younger students. Grades are very good at A level. Last year 100% of students in French gained A\*- B and 100% of Spanish students gained C grade and above.

The department is comprised of 7 classrooms and an office in the Richard Aldworth Building. Full-time teachers have their own classroom with a projector and computer docking station, allowing access to the School's network. In addition to this, the department has a comprehensive stock of texts and audio visual resources. The School has a spacious Library, situated in School House, the oldest building on the school site. We also have books in the department and encourage students, particularly Sixth Formers, to do independent reading as part of their language learning.

For an informal telephone conversation about the role, contact Mrs Sally Head, Head



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of Modern Languages on 0118 44 1005 or email [sah@rbcs.org.uk](mailto:sah@rbcs.org.uk)



# READING BLUE COAT SCHOOL

## JOB DESCRIPTION

### GERMAN LANGUAGE ASSISTANT (PART TIME)

Line Manager: Head of Modern Foreign Languages

Department: Modern Languages

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#### **Main Purpose of the job:**

The primary role is to support the German language teaching at Sixth Form, Year 11 and Year 9 level. This includes pronunciation, general conversation, aspects of the target language culture, reinforcement of topics seen in class and preparation for oral exams.

#### **Main Responsibilities**

The main responsibilities are as follows:

1. Prepare and conduct oral sessions with Sixth Form students (maximum of two to three students at any time) on a weekly basis, providing own materials as a basis for these discussions.
2. Prepare and conduct oral lessons in small groups with Year 11 students, based on topics covered in class.
3. Provide individual support to less able students who have dropped down to one language and so have time allocated for extra language lessons. This will usually involve reinforcing material covered in the past, for which a work book is provided.
4. Assist new Year 9 students, who have arrived with no German language skills, to learn the basics.
5. Assist with cultural events or outings organised by the Department in order to contribute to the promotion of Modern Languages in the School.
6. Liaise with teachers in charge of oral examinations and check if any specific work needs to be carried out in preparation for examinations.

#### **Additional Duties:**

1. To act professionally and with good conduct at all times.
2. Promote equality and enable the educational and social inclusion for all participants.
3. The post holder is responsible for promoting and safeguarding the welfare of students at the school.
4. The post holder is responsible for using technical and operational knowledge to ensure a safe environment and to follow all Health and Safety Policy guidelines and policies as stated within the school's Health and Safety Policy.

*Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.*



# READING BLUE COAT SCHOOL

## PERSON SPECIFICATION

### GERMAN LANGUAGE ASSISTANT

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

#### **Essential Skills, Qualifications and Attributes:**

- German speaker (native speaker level).
- Good command of English language (verbal and written).
- Previous experience of teaching or tutoring in German language.
- Thorough working knowledge of the curriculum.
- Good attention to detail.
- Ability to stay calm under pressure.
- Excellent reliability, punctuality and flexibility.
- Personable and friendly.

#### **Desirable Skills, Qualifications and Attributes:**

- German language degree.



## READING BLUE COAT SCHOOL

### **SUMMARY TERMS & CONDITIONS OF EMPLOYMENT**

- Contract Status: Permanent contract. Part time, term time only. Ideally commencing 31 August 2018 or as soon as possible thereafter.
- Salary: circa. £15-20 per hour (negotiable) for minimum number of 15 teaching periods per week. Each teaching period is of 35 minutes duration. Additional periods may be required dependent upon student needs.  
  
Salary is paid monthly by bank transfer on the 25<sup>th</sup> of the month, or next working day thereafter, throughout the year.
- Place of Work: Reading Blue Coat School, Sonning on Thames, Berkshire, RG4 6SU.
- Working hours: approximately 9 hours per week. Flexible part time hours to be agreed at the start of each term dependant on teaching timetable. The school teaching day is 8:30am to 4:20pm.
- Leave entitlement: School holidays in accordance with the published School calendar.
- Pension: A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution)
- Meals: Lunch and refreshments are provided free by the School.
- Parking: Free Car parking is available on site.
- Child Care: Tax saving Nursery Partnership Scheme is offered by salary sacrifice to reduce employees' child care costs.  
Child Care Voucher Scheme offered by salary sacrifice.
- Discounts: Reduction in RBCS school fees for employees' children offered after 6 months service.
  - 50% reduction for all full time staff, pro-rated for part time staff
  - Fees (from 1 September 2017) are currently £5,373 per term
- Sports facilities Membership of the School Sports Centre with access to fully equipped gym and swimming pool.

Full details and terms and conditions of employment will be issued if an offer of employment is made.



## READING BLUE COAT SCHOOL

### **CHILD PROTECTION**

Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post may involve unsupervised contact with children and young people.

The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

#### **Interview**

The selection process will test and assess the above issues. As required by regulation, the interview will be based on;

- 'competency questioning',
- and where appropriate will address: the candidate's attitude towards children and young people;
- his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
- gaps in his/her employment history;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee.

In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.

#### **Recruitment, selection and disclosure policy and procedure**

Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.