



## **Job Description for Teacher of Modern Foreign Languages (full-time)**

### **The Ladies' College**

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 573 pupils between the ages of 2 ½+ and 18. The Junior School, The Ladies' College, Melrose, (179 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Ladies' College, Senior School and Sixth Form (394 students) occupies purpose-built premises opened in 1964 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016.

In our Pre-Preparatory Department our girls follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 girls in the Preparatory Department and 24 in the Junior Department. We are adding a second class to Junior Remove (Year 3) in September 2020. In the Senior School we have a three-form entry at Year 7 and most classes comprise 18 to 24 girls. Our students take ten (IGCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about our girls' well-being and happiness as we do about their academic progress.

### **The Modern Foreign Languages Department**

The Department sees its role as developing an understanding of how languages work, using language as a practical communication skill and achieving a degree of international cultural awareness. We use modern and attractive teaching materials and encourage students to become confident linguists.

French is taught from Year 7 and forms part of the core curriculum in Years 7 and 8. Our location places us conveniently close to France and we have an exchange partnership with a school in Normandy in Year 8. We also have partner schools in Spain and Germany. German is introduced to all girls in Year 8 and, during the course of this year, they are also given a taster session in Spanish. They then have a choice for Year 9: they may continue with French

and/or German or opt to study Spanish. All three languages are offered at IGCSE and A-level.

Our Sixth Form classes are co-educational, owing to our link with Elizabeth College. We have a good take up of Modern Languages at A-level. The Department has an excellent track record of examination success, with hard working and motivated students gaining a high proportion of 9, 8, 7 grades at IGCSE and high grades at A-level. We often have students who choose to study Modern Languages at university, some applying to Oxford and Cambridge.

The Department occupies four classrooms in the main building of the College, equipped with digital projectors, 'smart' boards and computers. We have Foreign Language Assistants who help with oral work in the Sixth Form.

### **Candidate Criteria**

We are looking for a teacher with first rate academic qualities who can inspire our students with a love of Modern Foreign Languages, as well as a genuine interest in each student and the wider curriculum.

The candidate will be able to teach German to A-level and at least one other language, at GCSE/IGCSE.

All full-time staff serve as form tutors and support the pastoral and extra-curricular activities of the school.

### **Line Management**

Reports to the Director of Studies.

### **Remuneration**

Guernsey has its own salary scale. The remuneration for this post will be on the Main Pay Scale (MPS) between £30,249 and £43,435 according to qualifications and experience. There is also an Upper Pay Scale (UPS) from £45,872 to £48,791 for teachers who have worked for more than six years and have successfully crossed the threshold. These rates are reviewed annually.

### **Pension**

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing. This is fully transferable into and out of the DfEE Teachers' Superannuation Scheme. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

## **Other benefits**

A relocation allowance of up to a maximum of £3,500 (to cover the physical removal and transport of person/s and possessions to the island, as well as support from our preferred relocation consultants) will be paid by the College, within 1 year of joining. This will need to be refunded to the College should employment cease for any reason within the period of 2 years of the date of employment.

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

## **Living and working in Guernsey**

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for “The Population Management (Guernsey) Law, 2016”. The College is required to apply for either a Short-Term Employment Permit (STEP), duration up to 1 year, a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years, on behalf of employees who are not locally qualified residents.

**The permit associated with this role is a MTEP.**

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## **Equal Opportunities**

*The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.*

## **Safeguarding**

*The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.*

*As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.*

**Data Protection**

*This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.*