

# Head of Modern Foreign Languages



Applications to: [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk)

This School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



Warwick  
Preparatory  
School

Girls aged 3–11, Boys aged 3–7



**WARWICK**  
SCHOOL

Boys aged 7–18



King's High  
School

Girls aged 11–18



## The School

Warwick School has a long history. The town of Warwick first appears in the Anglo-Saxon Chronicle in the year 914 AD and this has long been taken as the date for the foundation of our school. The school moved to its current location on the banks of the River Avon in 1879 and in 1906 the name of Warwick School was adopted. From that point onwards, the oldest boys' school in the country has grown from strength to strength.

The school is now a large community. There are over 250 boys in the Junior School and approximately 980 pupils in the Senior School, including a Sixth Form of over 270. In addition, there are facilities for 60 or so boys as full (or occasionally weekly) boarders. There are approximately 100 full-time teachers on the Senior School staff.

The Junior School for boys from Year 3 to 6, is divided into two parts: Upper and Lower School.

Whilst the Junior School has its own buildings on campus, the boys also share many of the facilities with the Senior School boys including the Sports Centre, Music Department, Dining Hall, Bridge House Theatre and Warwick Hall.

Over the past 20 years, significant investments have been made to improve the facilities and accommodate an ever increasing school roll. A new sports pavilion, theatre, state-of-the-art science building, teaching block and school hall have provided new and spacious accommodation. In 2014, the school celebrated its 1100th anniversary, which provided a wonderful opportunity to celebrate its history and success with the whole school community.

The reputation of Warwick School in the local area and beyond has led to the recruitment of excellent staff and pupils, and this in turn has resulted in record exam results, exceptional achievements in music, drama and sport, and an ever growing programme of co-curricular activities. A Warwick School education is fun. The school prides itself on its strong sense of identity and its ability to provide an outstanding all-round education to a wide mix of boys between the ages of 7 and 18.

We provide a large number of means-tested bursaries to ensure that as many boys as possible can enjoy the benefits of this education, regardless of their parents' ability to afford the fees.

We enjoy ever closer links with our sister schools within the Foundation and King's High School have recently made the move from their previous town centre site to be located adjacent to us on our Myton Road campus.



# What next for Warwick School?

We are committed to a process of ongoing improvement, determined to provide the very best education possible both now and in the future.

We are now creating the next stage of our story and have undertaken an extensive planning process in order to create a clear, distinctive and original strategic plan for the next five years. This has been based on the input and ideas from staff and governor workshops along with pupil and parental surveys.

We have created a five year strategic plan, with five top priorities to achieve our vision by 2021.

**Our purpose:** To inspire and nurture every pupil to thrive in the world, both now and in the future – the Warwick Way.

**Our vision:** Warwick School will be the most inspiring, rounded and caring boys' school in the UK – *Altiora Peto, 'I aim for higher things'*.



# The Warwick Way

The Warwick Way is what makes Warwick School distinctive and special – the beliefs and values that define us.

Boys are at the heart of everything we do. We exist to inspire and nurture them morally, spiritually, intellectually, physically and socially. We want to build on their individual strengths and help them grown into well-rounded young men: confident but not arrogant, who can play a positive role in the world.



## We seek to foster:

**Curiosity** to ask questions, challenge ideas and think for oneself

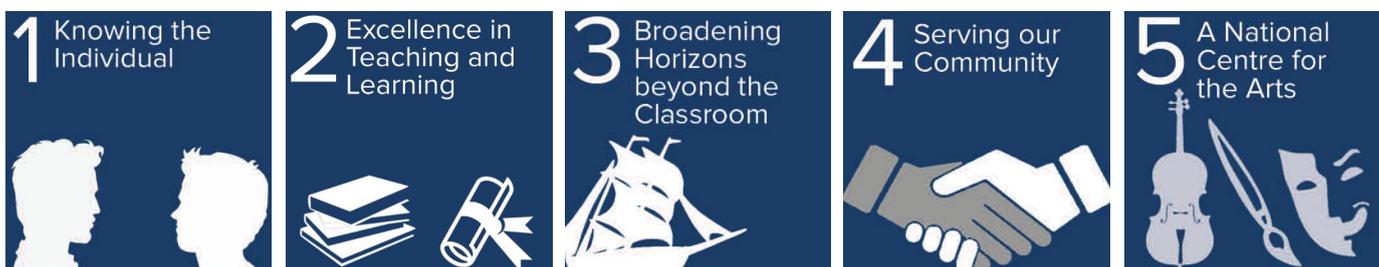
**Creativity** to use imagination without limitations

**Courage** to embrace challenge and always to do what is right

**Perseverance** to keep trying, regardless of the outcome

**Responsibility** to create a better world around us

**Humility** to listen and respect others and to put them first



## Our five key priorities are:

1. **Knowing the Individual**
2. **Excellence in Teaching and Learning**
3. **Broadening Horizons beyond the Classroom**
4. **Serving our Community**
5. **A National Centre for the Arts**



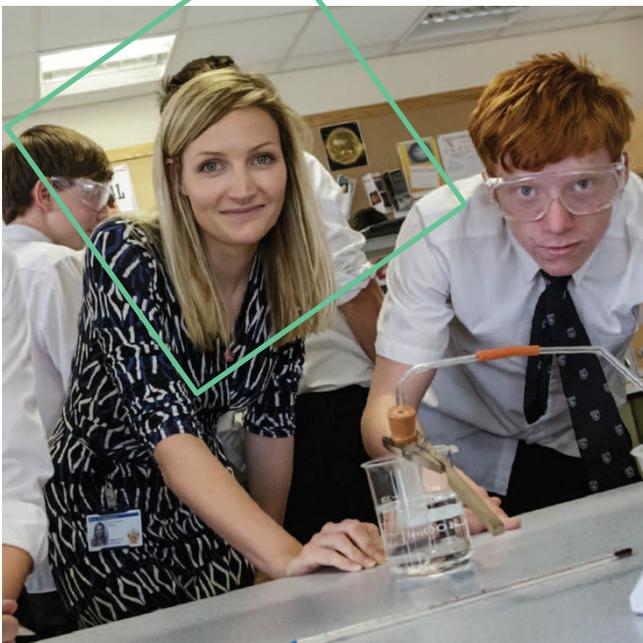
# Why Teach at Warwick?

Staff come from a variety of teaching backgrounds and all find their place at Warwick School.

## Mr Dan Robertson

Head of Music Performance

*“The extra-curricular aspect of the school is phenomenal. The arts are well supported, and highly valued by everyone at the school. Pupils are given incredible opportunities, and the staff are caring and supportive. It is the perfect environment for teaching and learning.”*



## Dr Dee Tchakhotine

Biology teacher

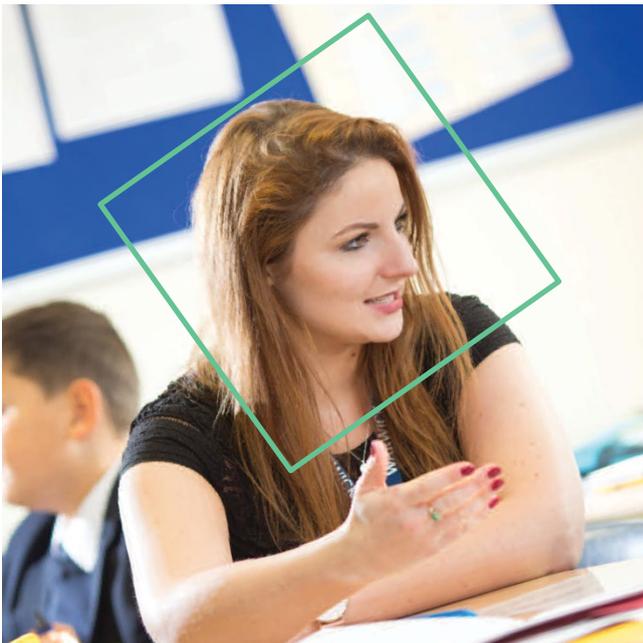
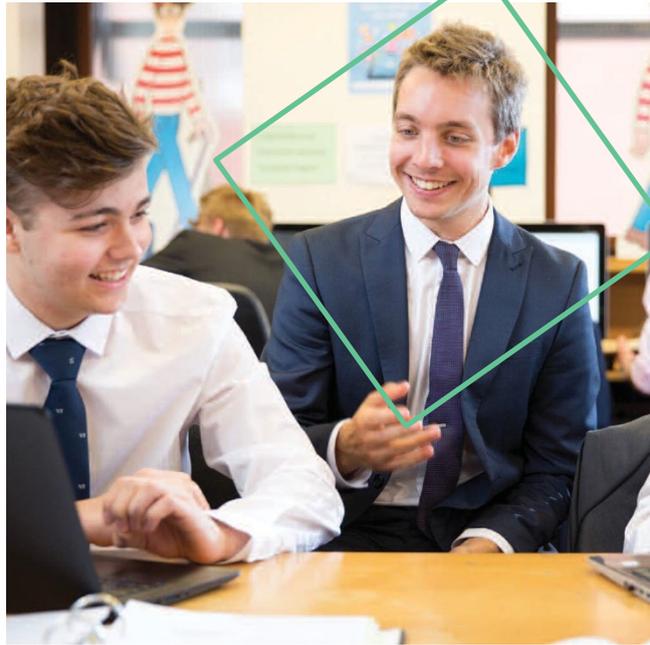
*“Since starting as an NQT I have been nurtured as a teacher and a person. Warwick offers the possibility to educate my daughter from 3 to 18 on the same campus, which is extremely important to me.”*



## Mr Graham Milsom

Assistant Head of Mathematics

*“The boys are intelligent and polite, making them a genuine pleasure to teach. The already impressive facilities are ever-improving, from a brand new interactive whiteboard in my classroom this year, to the hockey astroturfs, where I enjoy working with the boys outside the classroom each week. Warwick School is a fantastic place to work.”*



## Mrs Kate Poole

Mathematics teacher and Assistant Head of Sixth Form

*“Moving from the state sector, I was apprehensive that a lot of the stereotypes of private schools would be true but I couldn't have been more wrong. It is by far one of the best decisions I have ever made.”*



# Benefits of Working at Warwick School

**All staff are encouraged to develop professionally. You will be given the opportunity to give and attend internal INSET as well as undertake action research projects. Opportunities are provided for further qualifications such as ISQAM, IBSC research projects and Masters qualifications.**

The Warwick Independent Schools Foundation salary scale for Teaching Staff offers competitive rates of pay, which exceed those offered in the state sector. All employees are members of the Employee Assistance Programme which provides 24 hour support for the employee and their immediate family members with telephone helplines, cognitive behavioural therapy, critical incident advice and online support on a range of legal and emotional issues.

Significant concessionary school fees are available to all permanent members of the teaching staff, subject to their children meeting the academic entry requirements, and a place being available.

- New staff are allocated a buddy who meets with them on a regular basis in the first year to ensure all queries and concerns are answered.
- NQTs are fully supported with a bespoke programme and have a subject mentor as well as a school NQT supervisor.
- A wide ranging and extensive co-curricular programme, with teaching and non-teaching staff encouraged to get involved.
- Excellent working environment: dedicated staff working areas in all departments, extensive ICT facilities, ICT support and training.
- Small class sizes, high levels of pastoral care and parental support.
- Generous timetable allowances for teaching staff.
- All staff are included in a pension scheme. Teachers are automatically enrolled into the Teachers' Pension Scheme and non-teaching staff are enrolled with an alternative occupational pension provider.
- Staff well-being opportunities including yoga, mindfulness and free access to the school's sports facilities and use of the well-resourced school library.
- 'Restaurant quality' school lunch is provided free of charge for all staff, with any dietary requirements met, and evening meals where required.
- Staff are part of a lively, active Common Room.





*Over 70% of students represent the school at sport*



*Over 90 Clubs and Societies*



*Over 60 instrumental ensembles and 750 individual lessons per*



*Two Performing Arts venues for school productions and outside companies*



# Head of Modern Foreign Languages

## The Post

**An inspirational and committed teacher is required to lead the Modern Foreign Languages Department from September 2022. This is an exciting opportunity to lead a large team. The successful candidate will be able to teach to Oxbridge level and will have excellent people-management skills. The ability to teach French and German with at least one of these languages to A level would be advantageous.**

## The Department

The Modern Languages Department currently comprises eight teachers and three assistants and is housed in a purpose-built block containing seven classrooms and a workroom. We currently follow AQA for A level and Edexcel for IGCSE. Boys choose two languages from French, German and Spanish to study throughout years 7 and 8, and can then elect to continue with both or one for year 9 and onwards for GCSE. Talented linguists who also want to continue their pursuit of classical languages or particular creative subjects have appreciated the flexibility that such an option system allows. We have a strong cohort of A level linguists in all three languages, often in shared groups with girls from King's High, and we boast a strong tradition of sending linguists to Oxbridge and other leading universities.

The Department also offers a range of extracurricular activities and trips, with recent visits to the Opal Coast, Alicante, Cologne, Lyon and Barcelona. There is a real focus on developing a passion for modern languages throughout the school, with German games and cooking, film clubs, an MFL book club, Flamenco dancing and debating societies in both French and Spanish.

**J Barker**  
**Head Master**

To apply, please submit your completed application forms to: [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk)  
Closing date for applications: 12 pm Monday 21 March 2022  
Scheduled date for interviews: Friday 25 March 2022.

**WARWICK**  
SCHOOL



## Head of Department Role

Supplying references for members of the department as required

To manage all aspects of the teaching and learning process in the Department, within the overall aims of the school  
To support members of the Department in all appropriate ways, e.g. issues of discipline  
To contribute to the well being and development of the school

### Liaison

Organise GCSE, A Level and other examination entries with the examination officers  
Liaise with other departments in the school  
Liaise with the Head, Deputy Head and Deputy Head (Academic) in all matters concerned with the timetable, curriculum and internal examinations  
Liaise with the Head and Deputy Head in all matters concerned with pastoral care  
Liaise with the Head, Senior Deputy Head, and Deputy Head (Teaching & Learning) in all matters concerned with staff issues  
Liaise with the coordinator of targets and standards concerning pupil tracking and raising academic standards  
Liaise with the Head of Curriculum Support regarding individual pupil learning and behaviour  
Liaise with parents regarding departmental issues  
Liaise with external organisations as appropriate  
Liaise with the Director of Marketing regarding marketing opportunities  
Liaise with the Director of Marketing over issues of departmental publicity  
Arrange for the department to be represented in meetings with other schools, particularly the Junior School and Warwick Group Schools

### Curriculum

Plan, implement and review annually schemes of work within the framework of the National Curriculum, where appropriate  
Represent the department in all matters within school relating to the curriculum  
Implement cross curricular and other school policies currently in force

### Assessment and Monitoring

Where appropriate, organise setting arrangements for teaching, testing and reporting  
Organise the systematic monitoring of the quality of teaching and learning through observation of lessons, monitoring of boys' work and debate about good practice  
Analyse internal and external examination and pupil targeting data to help guide departmental target setting and forward planning

### Policies and Planning

Produce and maintain a detailed departmental handbook, carrying forward school aims and policies  
Identify realistic and challenging targets for improvement  
Develop departmental forward plans in the context of whole school policies  
Identify resourcing needs

### Staff Management

Identify in-service training needs and opportunities; provide appropriate support for experienced and inexperienced teachers, and those with identified weaknesses. Induct and train staff in the department, participate in appraisal arrangements, and where appropriate supervise trainees, newly qualified teachers and gap tutors  
Hold regular departmental meetings, which enable all staff to contribute to planning and policy making, and ensure that records of such meetings are kept and distributed accordingly  
Allocate teaching groups to staff  
Allocate additional responsibilities effectively and equitably within the department  
Advise the Head about recruiting, advertising and appointing new staff

### Resource Management

Assess the resourcing needs of the department and produce an annual budget bid  
Keep the department within the agreed budget  
Ensure that the stock and equipment are readily available and used economically  
Advise the librarians on the purchase of specialist books for the library  
Liaise with the Head of ICT with regard to ICT equipment

### Publicity

Promote and publicise the work and achievements of the department

### Health and Safety

Carry out risk assessments in line with the school's Health & Safety policy  
Oversee arrangements for the safety of pupils and staff in school and on visits and excursions



## Specific Duties and Responsibilities:

### A. Teaching

- Plan work in accordance with the department's scheme of work.
- Liaise with relevant colleagues on the planning of work for collaborative delivery.
- Take account of boys' prior levels of attainment and use them to set targets for future improvement.
- Maintain good discipline by adherence to the advice given to staff in the staff memoranda and elsewhere.
- Set high expectations for boys' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code
- Set appropriate and demanding expectations for boys' learning, motivation and presentation of work.

### B. Assessment, Recording and Reporting

- Maintain plans of lessons undertaken and records of pupils' work.
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback, and clear targets for future learning as appropriate.
- Report on pupil progress in line with school policy and as specified in the published calendar.
- Keep parents informed of pupil progress by attendance at parents' evenings, and by other measures as appropriate.
- Be familiar with the code of practice for identification, referral, assessment and monitoring of special educational needs.

### C. Pastoral Care

- Undertake responsibility for a form group as required, including tutor/tutee interviews.
- Be the first point of contact for parents of pupils in the form.
- Set targets for and monitor the social and academic progress of pupils in the form.

**Ensure compliance with the School's Child Protection Policy Statement at all times and the Department of Education's "Keeping Children Safe in Education" publication.**

**Report any actual or potential risks to the safety or welfare of children in the School to the School's Designated Safeguarding Lead.**



#### **D. Professional Standards**

- Support the aims of the school.
- Treat all members of the school community with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Attendance at, and participation in, events such as open days, options evenings, and those in which form members are involved, e.g. concerts.
- Participate in the school's extracurricular programme, which includes activities, clubs and societies, sport, drama and music.
- Take responsibility for professional development, participating in staff training and the school's Review and Development Policy.
- Participate in the management of the school by attending departmental, section and staff meetings.
- Ensure that all deadlines are met as published in the school calendar.
- Undertake duties that may be reasonably assigned by the Head Master (directly or indirectly).
- Take responsibility for matters relating to health and safety.

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case, will be reviewed during the appraisal process.

Success at GCSE and A Level is considered very important, but all pupils are encouraged to take advantage of the extracurricular activities offered by the Department. It is expected that the successful candidate will be a strong team player and contribute fully to these activities.

The candidate will visibly maintain the highest professional standards, have excellent interpersonal, communication, presentational and ICT skills, and have the ability to work flexibly within the school structure.



# Person Specification for Head of Modern Foreign Languages

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

Skills and personal characteristics	Essential	Desirable
The ability to teach French or German to A level	✓	
The ability to teach to Oxbridge level	✓	
Experience of teaching a range of ages and abilities		✓
An understanding of school data	✓	
An ability to communicate effectively with parents, students and staff	✓	
An ability to deliver excellent lessons and support others to do so	✓	
An understanding and commitment to equality of opportunity for all	✓	
An understanding of, and a commitment to the ethos of the school as a community	✓	
Clear understanding and knowledge of current issues related to their subject	✓	
Experience in managing other people/ leading initiatives		✓
Excellent administrative abilities	✓	
High levels of ICT competency/ understanding of digital technology	✓	
An ability to contribute and lead extra-curricular activities within the department	✓	
A strong understanding of the different specifications that could be offered	✓	
Enthusiasm for and knowledge of the subject	✓	
A willingness to be involved in marketing events	✓	
An ability to contribute to the Games, CCF or D of E programme		✓

Qualifications and Training	Essential	Desirable
Qualified Teacher status		✓
Courses of further study relevant to the post		✓
Qualifications in French/German or a related subject	✓	
A Masters Degree or higher qualification		✓
Evidence of involvement in personal CPD	✓	

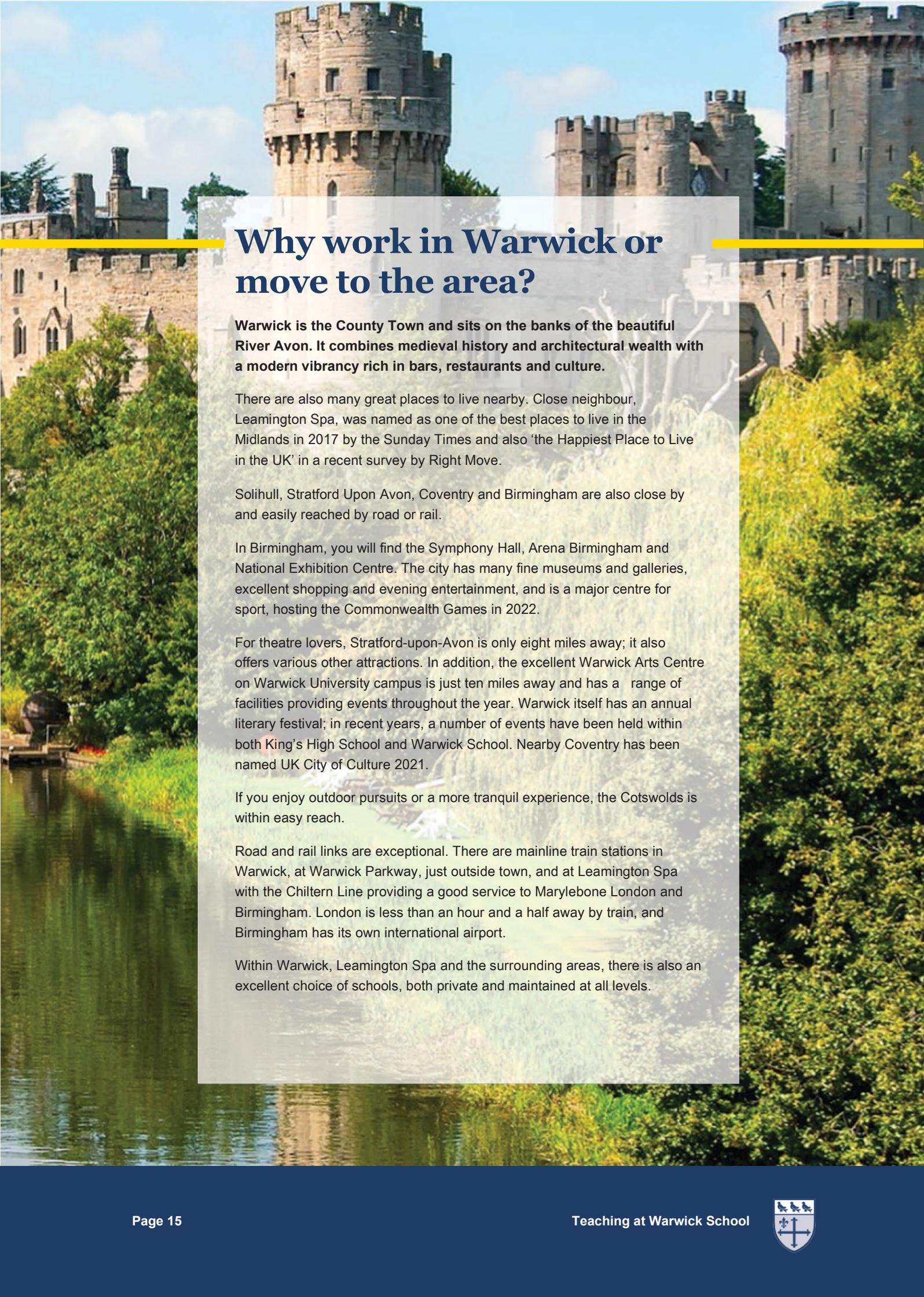


A scenic view of Warwick Castle, a large stone building with many windows, situated on a hill overlooking the River Avon. The river is calm, reflecting the castle and the surrounding green trees. A red swan-shaped boat is visible on the water. A yellow horizontal bar is at the top of the image.

*“ Warwick is a market town with a rich history, boasting the most famous medieval castle in England. ”*

[visitwarwick.co.uk](http://visitwarwick.co.uk)



A scenic view of Warwick Castle, a large stone fortress with multiple towers and battlements, situated on a hill overlooking the River Avon. The river flows through lush green trees in the foreground, and the sky is clear and blue. A semi-transparent white box with a yellow border is overlaid on the image, containing text.

## Why work in Warwick or move to the area?

**Warwick is the County Town and sits on the banks of the beautiful River Avon. It combines medieval history and architectural wealth with a modern vibrancy rich in bars, restaurants and culture.**

There are also many great places to live nearby. Close neighbour, Leamington Spa, was named as one of the best places to live in the Midlands in 2017 by the Sunday Times and also 'the Happiest Place to Live in the UK' in a recent survey by Right Move.

Solihull, Stratford Upon Avon, Coventry and Birmingham are also close by and easily reached by road or rail.

In Birmingham, you will find the Symphony Hall, Arena Birmingham and National Exhibition Centre. The city has many fine museums and galleries, excellent shopping and evening entertainment, and is a major centre for sport, hosting the Commonwealth Games in 2022.

For theatre lovers, Stratford-upon-Avon is only eight miles away; it also offers various other attractions. In addition, the excellent Warwick Arts Centre on Warwick University campus is just ten miles away and has a range of facilities providing events throughout the year. Warwick itself has an annual literary festival; in recent years, a number of events have been held within both King's High School and Warwick School. Nearby Coventry has been named UK City of Culture 2021.

If you enjoy outdoor pursuits or a more tranquil experience, the Cotswolds is within easy reach.

Road and rail links are exceptional. There are mainline train stations in Warwick, at Warwick Parkway, just outside town, and at Leamington Spa with the Chiltern Line providing a good service to Marylebone London and Birmingham. London is less than an hour and a half away by train, and Birmingham has its own international airport.

Within Warwick, Leamington Spa and the surrounding areas, there is also an excellent choice of schools, both private and maintained at all levels.





**WARWICK**  
SCHOOL

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