



# Teacher of German



ST HELEN &  
ST KATHARINE

# Welcome from the Headmistress

Hello and thank you for showing an interest in working at St Helen and St Katharine. I am enormously proud of this school, and I know that this sentiment is shared by colleagues across the staff body.

The students are at the heart of this energy and positive ethos. They are wonderful to work with; enthusiastic, clever, funny, kind, silly, earnest and possessed of an unselfconscious enjoyment of learning and the pleasure of finding out more. They are excited by subjects and delight in their teachers demonstrating their ongoing love of a specialist discipline. They, and their parents, also look to us to work in support of personal development and we continue to evolve our pastoral systems to meet the challenges that the students will encounter in school, in Higher Education and in the world of work and adult life.

Our extra- and supra- curricular programmes are busy and exciting. There is an expectation that students will be busy and that opportunities will be created to harness their enthusiasm. Opportunities to learn beyond the classroom are vital and staff involvement in trips and expeditions is expected.

We have a fantastic support team in these endeavours, and all staff members are valued in whatever role they play in keeping things on track, happy and purposeful. Each staff team reflects the pride we feel collectively in our school.

Our work takes place on a beautifully developed and maintained campus and we are fortunate in the working environment we occupy. The stunning new Benedict Building has further enhanced the site and will provide more opportunities for both students and staff, as we develop for ourselves and in partnership with local schools, such as Radley College and Abingdon School.

We are fortunate to be over-subscribed and, therefore, selective at each student entry point, but we are not a place that likes to rest on laurels and our departments continually reflect on how they can develop things further. The staff community is very supportive.

We enjoy a very positive relationship with our parent body and don't take for granted their advocacy for St Helen's as a school of choice for a daughter. We have a broad catchment area for a day school with a transport network that spans six counties.

Our Board of Governors is very supportive and interested in the work that we do. They ask challenging questions and delight in our many successes. They have overseen a significant development of the estate and provision in recent years and want to ensure that momentum continues. To that end, we welcome ambitious and energetic applicants who share in the excitement of our mission and who want to develop their careers, working with outstanding students and colleagues.

I do hope that you will apply. St Helen's is a school which both builds on the finest elements of great girls' education and challenges itself to deliver an education that allows our students to encounter their 'now' with confidence and pleasure. It is a great place to work.



Mrs Rebecca Dougall  
Headmistress





## The School

As one of the leading independent schools in the country, St Helen and St Katharine is an exciting place to work and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Berkshire, Buckinghamshire and Gloucestershire.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18 years including a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

We enjoy collaboration with a range of local partner schools, including Radley College, Abingdon, Larkmead, John Mason and Fitzharrys, providing opportunities to enrich the developmental journeys of our students and build positive connections across genders and experiences.

In 2023, we opened the doors to our new sixth form centre, the Benedict Building. The Benedict Building is a physical articulation of the School's vision for Sixth Form - to create an environment for our students that will spark their intellectual spirit and imagination – and provides students with the space and opportunity to grow their academic and extracurricular interests in readiness for the future.

# The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen and St Katharine. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen and St Katharine. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen and St Katharine, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.





## The subject and the role

We are seeking to appoint a well-qualified and enthusiastic Teacher of German to start in January 2025. This is a part-time position and involves teaching across the age and ability range from Year 5 to Year 13, in the region of 10 – 20 out of a possible 30 periods per week (approximately 0.3 – 0.6 FTE timetable). German is offered as an option in Year 8 and continues to A level.

We are seeking to appoint a well-qualified and enthusiastic Teacher of German who can teach German to GCSE, and preferably to A level. They will be able to demonstrate extensive subject knowledge and a real enthusiasm for German, alongside a meticulous and professional approach to their teaching. This post would suit both experienced and newly qualified teachers.

All teaching staff are expected to contribute to the pastoral and enrichment programmes of the School. All staff share the responsibility for promoting and safeguarding the welfare of the pupils, in accordance with the School's Safeguarding Policy.

### The department

The Modern Languages Department (MFL) at St Helen's holds a key position in the School, teaching five languages: Arabic, French, German, Mandarin and Spanish. Our four full-time and three part-time teaching staff are enthusiastic and knowledgeable about their subject(s) and they are committed to the whole life of the School and to the wide range of overseas visits and exchanges offered. We are fortunate to have the support of three part-time language assistants, one for each language taught at A level, who bring an extra dimension to our teaching with up-to-date knowledge of their own countries and cultures.

The department is organised by languages and led by the Head of French, the Head of Spanish and Head of German. The Head of German line manages the Teacher in Charge of Mandarin. One of the three Heads of Languages also holds the role of Languages Co-Ordinator; this is held by the current Head of German and this additional responsibility may be available for the right candidate.

### Facilities

The Modern Languages Department (MFL) is situated centrally within the School, being ideally placed for access to both students and the staff area. We benefit from an exceptionally well equipped MFL suite; all classrooms are equipped with interactive whiteboards. We also have sole use of the Language Learning Centre, a multi-media ICT room with twenty-nine student stations and two teacher stations linked by the Sanako system. The dedicated MFL office also provides a positive working environment for staff.

### Subject Details/Curriculum

All students learn Spanish as their first foreign language in Year 7 to Year 9, with the majority continuing to take GCSE at the end of Year 11. Students choose a second language in Year 8 from French, German or Mandarin and they may opt to continue this to GCSE alongside, or instead of Spanish. In general, around a quarter of the year group studies two languages up to GCSE. The enthusiasm for languages continues into Sixth Form where we usually recruit strong numbers for A level in French, German and Spanish. In the Junior Department, we teach French in Year 5 and Mandarin in Year 6 to give a taste of these two languages. We also have strong links with a local primary school and St Helen's staff enjoy teaching Year 5/6 there once a week.

At GCSE and A level we teach AQA syllabuses across all examined languages.

In Years 8-9 we currently use the Stimmt resources for German. In years 7, 8 and 9 we currently use the Viva resources for Spanish. In French, we use Dynamo 1 and 3 for Years 8 and 9. In Years 10 and 11 we use the Stimmt, Studio and Studio resources, published by Pearson. For the A level syllabus, we draw on many resources from the Internet but also use the Hodder textbook in German and OUP AQA French and Spanish. We are well-equipped and have a range of resources including access to subscriptions such as ZigZag, Teachit, Active Learn, Boost and Kerboodle.

We are proud of our trips offering, giving the opportunity to our students to experience culture and language first hand. There is an exchange for GCSE students with the Ratsgymnasium in Bielefeld for German and a Sixth Form study trip to Berlin. French GCSE students can opt to visit Lyon in a joint study trip with Abingdon, staying in host families and attending lessons in a language school and excursions. The Sixth Form French and Art students can sign up to a 4-day trip to Paris for a trip focussing on the Art and the French Patrimoine. We run a Spanish GCSE study trip to Salamanca with lessons in a language school and excursions and a joint trip with Abingdon school to Valencia for the Sixth Form.

The successful candidate will have a key role in reviewing and shaping the ongoing trip offering for German.

Currently, we organise a Senior Modern Languages Society jointly with Abingdon School. Events include the MFL society dinner, film showings in the target language and theatre visits. Students in the Sixth Form are encouraged to enter essay writing competitions. We offer regular lunchtime grammar clinics in all languages. We also host and participate in the annual Love Languages competition for local primary and prep schools.

## Role details

St Helen and St Katharine values the highest level of professionalism in its teachers. It is expected that all teachers will display a high level of knowledge and understanding of their subject area, and communicate this enthusiastically to students. Teachers should have high expectations of their students and be able to display evidence of planning, preparation and monitoring of progress. It is the responsibility of all teachers to create a stimulating and positive learning environment, and to employ a range of teaching strategies, thus enabling all students to fulfil their academic potential. They should inspire trust and confidence.

Specific responsibilities include:

### Curriculum delivery

- Planning, preparing and teaching the classes assigned to him/her, using a range of strategies for teaching and classroom management to ensure that individual learning needs are met.
- Ensuring that marking of students' work is both regular and thorough and that full records are kept.
- To regularly monitor the progress of all students in their teaching groups, taking account of individual learning needs to have a positive impact on student progress.
- Liaising with the Learning Support Co-ordinator on strategies to support the progress of students on the Learning Support register.
- Keeping abreast of current thinking and development in the subject area(s).
- Assisting the Head of Department with the development of appropriate syllabuses, schemes of work and teaching styles.
- Sharing resources and training materials with colleagues.
- Contributing to departmental activities, e.g. enrichment work, clubs, societies and trips.
- Taking responsibility for professional development and using the outcomes to improve teaching and learning.
- Attending whole school INSET sessions.

### Physical resources and safety

- Meeting the health and safety requirements of the School.
- Working with the other members of the department to ensure that all resources are well looked after and that departmental areas provide a stimulating environment for teaching.





### **Communication**

- Providing or contributing to oral and written assessments, reports and references relating to individual students.
- Attending Parents' Meetings.
- Attending regular departmental meetings and full staff meetings.
- Attending Open Day.

### **Pastoral and whole school support**

- Being a form tutor if required.
- Contributing to the pastoral care and personal development of students.
- Carrying out a share of supervisory duties in accordance with published schedules.
- Ensuring that a register of attendance in lessons is kept and taking appropriate action in cases of student absence.
- Supporting the ethos of the School through maintaining the highest standards of professionalism.
- Attending assembly or chapel and whole school services.
- Contributing to whole school activities, e.g. clubs and expeditions.

### **Safeguarding**

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

St Helen's is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Employment is subject to these checks.



# The person

## Skills/abilities

- Ability to motivate and inspire students across the age and ability range
- Ability to relate well to young people
- Ability to work well on a day to day basis in a supportive and collaborative manner as part of a departmental team
- Ability to contribute to the development and implementation of departmental policies and goals
- Effective communication skills – oral and written
- Effective IT skills
- Excellent teaching and classroom management skills

## Knowledge

- Excellent subject and curriculum knowledge
- The ability to teach German to GCSE and A Level is desirable
- An awareness and understanding of the issues and current developments in teaching German in schools

## Qualifications and Experience

- A good honours or higher degree in a relevant discipline.
- Qualified Teacher Status is desirable

## Personal Attributes

- Enthusiasm and passion for German and the ability to convey this to students
- A willingness to take an appropriate share of departmental responsibilities and participate in trips
- A commitment to involvement in an extracurricular programme which meets the needs of all students
- A reflective practitioner; ability to self-appraise and manage continuous professional self-development
- A commitment to safeguarding our students in line with the School's safeguarding policies

# Salary and benefits

- Teachers are paid a salary that reflects their knowledge and experience. St Helen's offers competitive salary levels and has its own salary scale which offers scope for pay progression
- This is a permanent, part-time Teacher of German position to start in January 2025.
- Employees may join a staff Pension Scheme.
- Teachers are entitled to take the normal School holidays.
- The School currently operates a cycle to work scheme.
- Employees are entitled to free lunches when the kitchens are operating.
- There is free car parking on site.
- Employees may use the fully equipped gymnasium/sports facility on site.



# The process

These job details should be read in conjunction with our Safeguarding policies, available within the Working at St Helen's section of our website.

Please then complete an application form (available within the Working at St Helen's section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Rebecca Dougall, Headmistress**, should be submitted via email ([recruitment@shsk.org.uk](mailto:recruitment@shsk.org.uk)) in the first instance and then sent to:

Human Resources Department  
St Helen and St Katharine  
Faringdon Road  
Abingdon  
Oxfordshire  
OX14 1BE

Please note that any application form submitted electronically must be completed in the existing application form format, within Adobe.

The closing date for this post is **Thursday 27 June 2024 at 9.00am**. Interviews will take place **during week commencing Monday 1 July 2024**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend an interview.

We look forward to receiving your completed application.



[www.shsk.org.uk](http://www.shsk.org.uk)

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ST HELEN &  
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Independent day school for girls aged 9–18  
Faringdon Road, Abingdon, Oxfordshire OX14 1BE