



**Notting Hill & Ealing
High School GDST**

Appointment of

Head of Modern Foreign Languages

For September 2017



About the School

Notting Hill & Ealing High School is one of London's leading independent girls' day schools. Founded in 1873 it is the oldest of the 26 schools, which make up the Girls' Day School Trust having begun life in Notting Hill and moved to Ealing in 1930. The school is a friendly and welcoming community of just over 900 girls, together with approximately 220 teaching and support staff. We occupy a site in suburban, leafy, west Ealing with excellent transport links. (We are an easy walk or bus ride from Ealing Broadway or West Ealing stations: District and Central underground lines, mainline trains and Crossrail from 2018.) The school is oversubscribed and a very popular choice at all ages with girls joining us from most parts of West London as well as areas further afield.

NHEHS is an academically selective school. Our girls are bright, enthusiastic and eager to learn and teaching here is a great experience. In our latest ISI inspection we achieved the highest possible grades across the board and the inspectors noted that 'the quality of the pupils' achievements and learning is exceptional.' Public examination results are consistently outstanding and girls go on to study a wide range of subjects at prestigious universities. (Latest results and the university destinations of Leavers can be found on our web site). Our facilities and teaching and learning resources are excellent and the GDST has an ongoing strategy of development and investment in all its schools. .

We are an all through school (ages 4-18). Around 300 girls attend the Junior School with 600 in the Senior School of whom 150 are in the Sixth Form.) The Junior and Senior Schools occupy their own parts of the site and in day-to-day terms operate independently. There are strong links between staff in both Junior and Senior departments with some notable examples of integrated teaching particularly in music and sport.

You will find Notting Hill & Ealing girls to be well grounded, confident and independent. They are proud of their school and value kindness and laughter, fun and friendship. The school is highly regarded for the way it achieves its outstanding results within a particularly warm and supportive environment. We put pastoral care and achieving the best for every girl at the heart of everything we do here and there is a deep-seated ethos of respect, tolerance and understanding.



"We are delighted that you are considering NHEHS and hope that you will want to apply for this post once you have found out a little more about us. Our website, www.nhehs.gdst.net will tell you more about the school and give you a taste of the atmosphere here." Matthew Shoults, Headmaster

Head of Modern Foreign Languages

The Post

The post is available from September 2017.

The vacancy provides the opportunity for a well-qualified, inspirational teacher of MFL to teach throughout the school to A-level, and lead all three subjects in delivering an outstanding quality of learning and teaching. The successful candidate would likely be appointed the Head of Department in their subject specialism.

Person Specification

We are looking for a well-qualified candidate with excellent subject knowledge and a passion for the subject. She/he will have excellent organisational and time management skills, the ability to produce creative solutions to challenges and lead a large team of MFL teachers and heads of department. She/he will be a good communicator who can enthuse and inspire both pupils and colleagues and will have exciting ideas about the teaching of MFL and the ways in which it can be further developed and encouraged within the school. The ideal candidate will have experience of creating engaging schemes of work, leading trips/visits, managing university applications (particularly to Oxbridge level) and be fully committed to the vibrant extra-curricular life of the school.

The MFL Department

The Modern Languages Department consists of seven full-time teachers and four part-time teachers. We also work with part-time language assistants. The results at GCSE and A Level are outstanding. The girls are expected to achieve a high level of fluency and accuracy. All girls study at least one language for GCSE and A Level is a popular choice. The department has seen significant expansion in recent years with Mandarin now being studied by all girls from Year 1 in the Junior School and offered all the way to A-Level.

All members of the MFL Department teach across the age and ability range and some teach several languages. MFL is taught by language specialists and the department sets high standards. Each member's contribution helps to make the team successful. All teachers within the MFL Department are encouraged to use as wide a range of teaching methods as possible in order to maximise the opportunities for pupils' enjoyment, effective learning and to ensure the development of specific skills. Flexibility of approach to teaching is encouraged in the department. Class teaching, pair-work, group teaching and individual work are methods that all members of the department will use, dependent on the needs of the group. As a general rule, MFL classes throughout the school are held, to the greatest practicable extent, in the target language. In class, pupils are encouraged and trained to communicate in the target language, not only with the teacher but also with one another.

The department has a set of rooms dedicated to the teaching of MFL including a full-equipped language lab. The department has developed a comprehensive website filled with resources for teachers and pupils. This is backed up by the generous IT provision and support, which the school enjoys. There are ICT rooms and individual laptops and ipads for pupils.

Extra-curricular provision

The MFL department provides a weekly support session run by designated teachers and Year 12 subject helpers to offer assistance to pupils who need extra guidance. The department also offers several educational day trips, competitions and residential trips. Below is a selection of some of what we offer:

- Regional debating competitions
- Spanish and French 6th form trips to the BFI, theatre and art galleries.
- Year 7-13 HSBC and British Council Mandarin speaking competition which NHEHS won last year
- Year 8 cultural trip to Normandy, Avila and Munich
- Year 10 and 11 homestay trip to Salamanca and Montpellier
- Year 10 and 11 cultural trip to Beijing
- 6th form trip to Granada and Nice

The Curriculum

We currently teach Spanish, French, German and Chinese (Mandarin).

Years 7-9

Girls take Chinese and their choice of French, Spanish or German. Girls continue with the European language they have been studying until Year 9, and then add another European language, or they continue with Chinese.

Years 10 and 11

Each girl must take at least one modern language and they often study two or more. We use the CIE Board for IGCSE for German, French and Spanish. Chinese follows the Edexcel GCSE specification.

Years 12 and 13

All languages are offered at A-level using the Edexcel board, and they are very popular subjects.



Terms and Conditions of the Post

Salary is according to qualifications and experience.

Benefits include:

Staff Fee Remission – staff are eligible for fee remission, currently 50% of the basic school fee for a full-time employee subject upon their daughter(s) meeting the academic conditions for entry; part-time staff are eligible to a reduction on a pro-rata basis

Membership of Teaching Staff Pension Scheme

Season Ticket Loans - Interest free loans are available to staff to enable them to buy annual season tickets.

Computer Loans - Interest free loans are available to staff to enable them to buy a computer for personal use at home.

Cyclescheme – the School is part of the scheme, which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

Lunches – free lunches are provided to all staff during term time.

Application and Interview Process

Applications should be submitted by **midday, on 21st March 2017** at the latest at the latest; however applications may be considered in advance of the deadline. Candidates should complete the application form provided and also include a covering letter and full curriculum vitae with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

Completed applications should be sent to:

Mr Matthew Shoults
Headmaster
Notting Hill & Ealing High School
2 Cleveland Road, London W13 8AX

or may be emailed to: recruitment@nhehs.gdst.net

Shortlisted candidates will be invited for interview. As part of this process, they will be expected to teach a lesson of up to 35 minutes and complete a marking task for which a full prior briefing will be given. All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

All adults employed at the school are cleared for working with children and young people through the Disclosure & Barring Service. Please see attached full information regarding the Girls' Day School Trust guidelines on the Safeguarding of Children.

Further information about the school can be found on our website at: www.nhehs.gdst.net

[Application Form](#)