



# Notting Hill & Ealing High School

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**G D S T**  
GIRLS' DAY SCHOOL TRUST

## Appointment of **Head of Chinese (Mandarin)**

### For January 2019



## About the School

*“Teaching here is all about being able to have in-depth conversations with students about your subject and helping to enthuse them with the same passion as you have. Teaching at NHEHS is exactly what I imagined teaching would be like when I got my first teaching job; it’s what teaching should be!”*

*Liberty: joined NHEHS in September 2017 as a Head of Department*

Notting Hill & Ealing High School is one of London’s leading independent girls’ day schools. Founded in 1873 it is the oldest of the 25 schools which make up the Girls’ Day School Trust (GDST) having begun life in Notting Hill and moved to Ealing in 1930. We are an all through school (ages 4-18). Around 300 girls in the Junior School and 600 in the Senior School, including 150 in the Sixth Form, make up a friendly and welcoming community. The Junior and Senior Schools occupy their own parts of the site and in day-to-day terms operate independently. 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 ambitious, bright, enthusiastic and eager to learn. 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 including Oxbridge. (Latest results and the university destinations of Leavers can be found on our web site.) The school is highly regarded for the way it achieves its outstanding outcomes within a particularly warm and supportive environment, and pastoral care and achieving the best for every girl is at the heart of everything we do.

## About the GDST

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities with other teachers across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme. This includes development opportunities (including a Middle Leaders Development Programme and Aspiring Leaders Programme) and to grants for individual courses of study.



*“We are delighted that you are considering NHEHS and hope that you will want to apply for this post once you have found out more about us. Our website, [www.nhehs.gdst.net](http://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 Chinese (Mandarin)

## The Post

The post is available from January 2019

The vacancy provides the opportunity for a well-qualified, inspirational teacher of Chinese to teach throughout the school to A-Level, and lead the department in delivering an outstanding quality of learning and teaching.

## 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 team of dedicated Chinese teachers. 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 Chinese 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 eight full time and three 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 Pre U/ 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 develop confident linguists who love languages and are curious about other cultures. 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 order to develop their spontaneous use of the language.

The department has a set of rooms dedicated to the teaching of MFL including a full-equipped language lab. The department uses IT extensively and innovatively to enhance learning, involving the use of the school VLE, Firefly. This is backed up by the generous IT provision and support, which the school enjoys. There are IT rooms and individual laptops and ipads for the students to use.

## Extra-curricular provision

The MFL department provides a weekly support session run by designated teachers and Year 12 subject representatives 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:

- Year 7-13 HSBC and British Council Chinese speaking competition which NHEHS won last year
- Year 10 and 11 cultural trip to Beijing with our exchange school
- Year 8 cultural trip to Normandy, Ávila and Munich
- Year 10 and 11 homestay trip to Salamanca and Montpellier
- Spanish and French 6<sup>th</sup> form trips to the BFI, theatre and art galleries.
- Year 12 UK Linguistics Olympiad
- 6<sup>th</sup> form trip to Granada and Nice
- Languages Week
- GDST Languages Festival
- Half-termly competitions

## The Curriculum

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

### Years 7

All students study Chinese and a carousel of French, Spanish and German language and culture.

### Years 8 and 9

Students study the two modern languages of their choice.

### Years 10 and 11

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

### Years 12 and 13

At this level, students study the Pre-U in Chinese; all European languages are offered at A-level using the Edexcel board.

## Terms and Conditions of the Post

The GDST offers attractive salaries and pay progression, when compared with the education sector generally, and has its own pay and grading structure, and system of career progression. Leadership and teaching excellence are recognised and rewarded in its schools. The salary reflects London weighting.

### Benefits include:

- Membership of Teaching Staff Pension Scheme
- Access to the GDST central training and development programme
- Up to 50% discount on fees for children at GDST schools
- Training grants for obtaining further qualifications
- Season Ticket Loans: Interest free loans for travel 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
- Cycle Scheme: 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
- Four weeks' study leave for teachers after ten years' continuous service
- Accredited NQT induction

## Application and Interview Process

Applications should be submitted by **midday, on Wednesday 4<sup>th</sup> July** 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](mailto:recruitment@nhehs.gdst.net)

Shortlisted candidates will be invited for interview on **Tuesday 10<sup>th</sup> July**. As part of this process, they will be expected to teach a lesson of up to 35 minutes 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](http://www.nhehs.gdst.net)

[Application Form](#)