



Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

MFL Teacher Prep School

www.lingfieldcollege.co.uk

Welcome

Thank you for your interest in working at Lingfield College Nursery & Prep.

As the Head of Prep, I am delighted to introduce you to our fabulous school, made special by the wonderful children, supportive parents and hard-working staff.

I am incredibly proud of the work that we do here daily. We have a huge responsibility to ensure our children get a rich and diverse education. Our school is one where children are nurtured in a family atmosphere, where they are given every opportunity to flourish, learn, create and grow as individuals.

We are a very happy school. The relationship between staff and students is exceptional; although very busy, it is a pleasure to work and study in such a friendly environment. Expectations of teachers and pupils are high, but this serves both to stimulate achievement and provide reward.

I hope you find everything you are looking for on our website to help you decide if Lingfield College is the environment you would like to work in. If you have any questions, our HR department will be happy to answer them for you.

We look forward to welcoming you.

Jacky Shackel

Mrs Jacky Shackel, Head of Lingfield Prep



Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 0–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There is a wealth of extra-curricular activities available, and the students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links. The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.





The curriculum in the Early Years and in the Prep School is enriched with experiences such as outdoor education lessons, dance and music.

ISI Inspection 2024



Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



What is it like to work here



Staff Benefits

- Competitive salary package
- Defined contribution pension scheme for staff
- Personalised induction
- Extensive professional support and opportunities
- Fee remission
- Death in Service benefit
- Mediacash health plan to help towards everyday health costs
- Free hot lunches and refreshments, including vegetarian options, bistro dishes and salad bar
- Free car parking
- Staff rewards scheme with discounts on hospitality and retail
- Access to a 24/7 employee assistance programme that offers lifestyle advice and well-being services
- Free access to our extensive sports facilities, including gym
- A range of well-being activities including fitness classes, massage and beauty treatments, complementary or at a reduced cost
- Modern and friendly staff room facilities and a range of social activities for staff
- Staff recognition and reward opportunities
- Refer a Friend Scheme
- Flu vaccinations and health checks for staff
- Cycle to work scheme

— “ —

I have found Lingfield to be a friendly and welcoming environment for both staff and students. In my roles as Pastoral Support officer and Deputy DSL, I work across many departments and with students from all year groups, meaning I quickly felt part of the lovely community feel here.

— ” —

Staff member, 2023

Job Description

The Role : Prep School MFL Teacher (part-time, 3 days per week)

Reporting to : Head of Prep School

Purpose

To teach French, Spanish and (if possible) German across the Prep School

Key Responsibilities:

- Teach timetable with allocated PPA time.
- Ensure appropriate delegation of tasks to Teaching Assistant.
- Being a team player is essential, as well as the ability to work on their own initiative.
- Ensure a stimulating, well-ordered and calm learning environment is provided which will facilitate independent learning.
- Ensure that each child's work is assessed regularly and that samples are kept in accordance with the agreed observation, assessment and record keeping policies of the School.
- Encourage the fostering of each child's independent learning and enable skills already learned to flourish, keeping in mind the range of each child's interests, needs and abilities.
- Liaise with teaching and support staff in planning the contribution they will make to children's learning and co-ordinate the tracking of children's progress in the context of high quality provision for teaching and learning and observation and assessment practice.
- Support families with advice and information about their children.
- Attend weekly meetings, whole school staff meetings and INSET sessions, actively contributing to formulating whole-school policies.
- Attend courses to further professional development and to be prepared to share relevant information from these courses with the whole staff.
- Undertake particular responsibilities if so required by the Head of Prep School, Director of Studies or Headmaster.
- Be aware of and ensure equality of opportunity for all children through the planned curriculum, resources provision, teaching approaches and home-school links in accordance with the school's equal opportunities policy. Ensure planning is complete and in place each week.
- Take on a role as subject coordinator, identifying cross curricular opportunities and implications, analysis of the progression of your subject, the pupils' progression, and the need to be aware of, and respond to, changes in school and national developments and initiatives.
- Be aware of and ensure that safeguarding and health and safety policies are adhered to.
- Attend parent consultation evenings, open mornings and curriculum afternoons as well as transition evenings and other events as requested.
- Expected to go on school trips, occasionally overnight if working in upper KS2.

MFL Co-ordinator Responsibilities:

French from Nursery to Year 4; Spanish in Y5 and 6; a little German in Y6

- Initiate and coordinate the development, planning, organisation and teaching of Modern Languages at the Prep School, ensuring that each pupil is positively encouraged to develop his or her potential to the full; fostering a lively and eager atmosphere and developing an enthusiasm for languages.
- Raise the profile of MFL within the Prep School, by for example language assemblies, email exchanges, picnics and language days.
- Keep abreast of educational changes that may affect the teaching of Modern Languages throughout the school and to give advice to the school on such matters.
- Ensure regular and relevant assessment, both formally and informally.
- Manage and control resources allocated to Modern Languages; to be responsible for the budget at the Prep School and for the Schemes of Work.
- Liaise with MFL Heads of Department at Senior School especially to facilitate transition and progression.
- Enable, where relevant, cross curricular links, including with Information and Communications Technology.
- Report on children's progress to parents.
- Run weekly extracurricular clubs at lunchtime and/or after school to further inspire children to learn languages.

Skills and Qualifications:

- Graduate and/or qualified teacher.
- Classroom teaching experience.
- Good understanding of Independent Schools and their rationale.
- Good communication skills.
- Strong organisational skills.
- A driving licence and a D I minibus licence or willingness to obtain one.
- A commitment to become involved in the extra-curricular activities of the School.

Person Specification

Personal Qualities:

- Good interpersonal skills, ability to communicate effectively with a variety of people.
- Ability to be discreet and maintain confidentiality at all times.
- Ability to remain calm under pressure.
- Display commitment, loyalty and enthusiasm for the role.
- Have a confident, positive and flexible attitude.
- To undertake the professional duties of a teacher as laid out in the School Teachers' Pay and Conditions document (STPCD).
- To have a good understanding of current issues in Education and to create a positive and productive learning environment.
- Work well in times of change within the team.
- Ability to work under pressure, to work flexibly and cooperatively and to encourage others.
- Understand the need for, and demonstrate, a strong work ethic.
- Uphold School aims

Salary:

- Based on the Lingfield Teacher's Main Pay Scale.

Applications are equally welcomed from NQTs and experienced teachers working either in the state or independent sectors.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed.

The Process

To apply for this position please complete an application form to and return it to the HR Manager, Lingfield College, St Piers Lane, Lingfield, Surrey, RH7 6PN or email hr@lingfieldcollege.co.uk

Closing date: Applications should arrive no later than 9.00 a.m. on Tuesday 6th May 2025.
Interviews are planned for week commencing 12th May 2025.



By email

hr@lingfieldcollege.co.uk



By post

HR Manager,
Lingfield College, St Piers Lane,
Lingfield, Surrey. RH7 6PN

Lingfield College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure and Barring Service. At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.