



Lingfield
COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

MFL Teacher (maternity cover) - September 2024

www.lingfieldcollege.co.uk

Welcome

Welcome to Lingfield College, I am delighted that you have taken an interest in joining the team. It is a vibrant and stimulating place to work, where every individual has a vital and valued role to play in the School's ongoing success and future development.

Ours is an environment of respect and collaboration; staff and students work together with energy and commitment to achieve an enjoyable and diverse education as well as outstanding results. Our colleagues are equipped with the tools, support and continual professional training needed to succeed and flourish in their post. We invest heavily in the latest technology and we are continually improving and developing our facilities.

Working at Lingfield College is rewarding, and you will be joining a community of like-minded people where your colleagues become your friends.

Our campus of 40 acres is nestled in the Surrey countryside, surrounded by green fields and beautiful views; yet we are accessible, with the mainline Lingfield train station servicing the London Victoria/East Grinstead line only a ten-minute walk away.

We look forward to welcoming you.

Richard Bool, Headmaster



Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 6 months–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.



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.



INTEGRITY



COMPASSION



SELF DIRECTION



RESILIENCE



PHILOSOPHICAL THINKING



CRITICAL THINKING



INTELLECTUAL CURIOSITY



PROBLEM SOLVING



CREATIVITY



COMMUNICATION



COLLABORATION



DIGITAL LITERACY



What is it like to work here?



Staff Benefits

- Pension contribution.
- Induction, support & personal development.
- Fee remission.
- Complimentary lunches & refreshments.
- Free car parking facilities.
- Cycle to work scheme.
- Staff rewards scheme with discounts on hospitality & retail.
- Refer a Friend Scheme.
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services.
- Free access to our extensive sports facilities, including our gym.
- A range of wellbeing activities including fitness classes, massage and beauty treatments.
- Friendly staff common room and active programme of social activities.
- Access to borrow books from our library.



“As a new teacher at Lingfield, I am continually inspired by the courteous and enthusiastic students. The staff is highly professional and genuinely friendly, it truly is a warm and welcoming community. The beautiful campus and amenities also make it an uplifting environment for both teaching and learning. Although short, my time here has already been enriching on both a personal and professional level.”



Andrew Loveday, English Teacher

Job Description

The Role :	MFL Teacher (maternity cover)
Reporting to :	Head of MFL
Salary :	Based on the Lingfield Teacher's Main Pay Scale
Start date :	September 2024 to April 2025 (possibly full year contract)

The Department

The Modern Languages Department is highly professional and well organised. There are currently eight teachers in the department including a Head of Spanish and a Head of German all of whom are directly responsible to the Head of Modern Foreign Languages.

Spanish and either German or French is taught to all pupils in Years 7-8 (two 55 minute lessons in each language). In Years 9-11 students must study at least one foreign language. There are three 55 minute lessons for each language for these year groups. All three languages are offered at A Level (six 55 minute lessons per language).



The Post

The MFL Teacher will report to the Head of MFL and the specific duties for this position include, but are not limited to:

- Plan, prepare and deliver lessons in accordance with department schemes of work in both practical and academic contexts.
- Assess, record and report student progress in line with school policy and procedures.
- Attend Parents' Evenings, Open Days and other school events.
- Communicate with parents as necessary.
- Prepare students for Public Examinations.
- Contribute to the work of the Department, including maintaining displays, developing resources and other duties as required.
- Act as a Form Tutor.
- Attend staff briefing, department meetings and assemblies.
- Perform supervision duties.
- Implement the School's policies on sanctions and rewards.
- Establish and maintain effective working relationships with parents and colleagues.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Plan and deliver subject related trips to enhance academic studies.
- Take responsibility for personal professional development.

This post is offered as Maternity Cover for the academic year September 2024 to April 2025, with the possibility of a full year contract. Applications are equally welcomed from ECTs 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. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

Skills and Qualifications

- Graduate and/or qualified teacher.
- Excellent teaching skills, including the ability to teach up to Key Stage 5 Spanish, and either French or German to Key Stage 3.
- An outstanding classroom practitioner.
- Commitment to the highest standard of achievement for all students.
- Good interpersonal skills, ability to communicate effectively with a variety of people.
- Strong organisational skills.
- Good time management and ability to meet deadlines.
- Awareness of current educational research and developments.
- Commitment to become involved in the extracurricular activities of the School.

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.
- Commitment, loyalty and enthusiasm for the role.
- 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).
- Ability to create a positive and productive learning environment.
- Ability to work well in times of change within the team.
- Ability to work under pressure, to work flexibly and cooperatively and to encourage others.
- Supportive of other teachers within the Department.
- Uphold School aims.

The Process

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



hr@lingfieldcollege.co.uk

By email



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

By post

Closing date:

Applications should arrive no later than Friday 19th April 2024.

We will consider applications as they are received and therefore reserve the right to close the vacancy earlier than the date stated should we successfully appoint to this role.

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.