

Candidate Information Pack

Teacher of German Literature and German Language Acquisition



Marymount International School, London is an independent day and boarding school for girls, nurturing the limitless potential of curious, motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charism of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, which promotes independent thought within and across a broad range of disciplines.

Marymount girls love to learn and learn to love in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to sharpen their critical thinking skills, collaborate with others, and celebrate our diverse community of over 40 nationalities.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.

Proudly IB Proudly Boarding Proudly RSHM Proudly Marymount

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Registered Charity No: 1117786 Registered Company No: 5325717



THE ROLE

We are seeking a qualified, experienced and committed fluent speaker of German to join our World Languages Department to teach German Literature and German Language Acquisition in our IB Middle Years and Diploma programmes. This is a full-time permanent position, starting in October 2023.

Experience of teaching the International Baccalaureate programmes is advantageous, but not essential. Knowledge of inquiry-driven and concept-based pedagogical approaches is desirable. NQTs are welcomed to apply.

Marymount International School, London is a friendly and happy school where staff are valued and join will enjoy a professional and supportive working environment. Staff development is a high priority and there are many opportunities for CPD.

Reports to: Senior Deputy Head via the Chair of World Languages



SUBJECT RELATED RESPONSIBILITIES

To work collaboratively with departmental colleagues to develop the IB MYP and DP German Literature curriculum to students in Grades 9-12 (Years 10 to 13) and the MYP and DP German Language Acquisition curriculum to students in Grades 6-12 (Years 7 to 13).

1. To understand and embed IB 'Approaches to Learning' in all aspects of the World Languages curriculum.
2. To address human commonality, diversity and multiple perspectives as well as the diversity of student language needs, including those for students learning in a language other than mother tongue.
3. To teach and promote German language and culture within the School's World Languages programme and the wider curriculum using a range of student-centered teaching strategies, resources and technology.



4. To differentiate instruction to meet students' learning needs and styles.
5. To work collaboratively with the Department Chair and other members of faculty to identify, support and develop meaningful interdisciplinary links with other subject areas.
6. To participate in ongoing subject-specific professional development so as to keep abreast of developments within language teaching, to explore and develop further personal interests and specialisms, and to deepen knowledge and understanding of pedagogical approaches.
7. To create a stimulating learning environment based on understanding and respect that engages students in reflecting on how, what and why they are learning.
8. To support the Chair of World Languages with the planning and management of displays of work, Open Day presentations and other subject and whole-school related activities.
9. To support the extra-curricular life of the World Languages Department, through weekly clubs and activities, class trips and outings etc.
10. To be open to learning new skills and techniques that will complement and enhance the World Languages curriculum.
11. To promote, model and teach the attributes of the IB Learner Profile.

GENERIC TEACHER JOB DESCRIPTION

Purpose

This post is required to fulfil all the requirements of this Generic Teacher Role Description and the specific features of the individual Person Specification for each post.

GENERAL FACULTY RESPONSIBILITIES

A Marymount faculty member is dedicated to educating the “whole child”. She/he is aware of the individual needs of each student and strives to help each student develop her full potential. She/he works with students both inside and outside the classroom and is committed to active involvement in the total school programme. She/he co-operates with colleagues to ensure a fully integrated curriculum and regularly participates in activities directed toward her/his own professional development.

A Marymount faculty member is always available to students, colleagues and administration during the entire school day. In the time other than that scheduled for lunch and a daily preparation period, a teacher may be assigned activities such as supervision, tutorial, class coverage, etc. by the Headmistress/Deputy Head.

PROFESSIONAL DUTIES

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties shall be deemed to be included in the professional duties which the Teacher may be required to perform:

TEACHING

- planning and preparing courses and lessons;



- teaching and tutoring, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the students in the School and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of students.

OTHER ACTIVITIES

- promoting the general progress and well-being of individual students and any class or group of students assigned to him/her;
- providing guidance and advice to students on educational and social matters; making relevant records and reports;
- making records of and reports on the personal and social needs of students;
- communicating and consulting with the parents/guardians of students;
- communicating and cooperating with persons or bodies outside the School;
- participating in meetings arranged for any of the purposes described above (except where absence from such meetings is expressly agreed with the Headmistress);
- supervising and organising extra-curricular activities such as: a club, homeroom, activity, school trips (day and overnight), school dance etc.;
- supervising students' work at weekends or evenings in the role of visiting tutor assigned to a boarding house;
- supervising, organising and chaperoning trips and other educational excursions (may involve weekend working);
- contributing in any other means appropriate to the life of the School as a boarding school

ASSESSMENTS AND REPORTS

- providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students in line with the school's assessment and reporting calendar and at other times as required.

APPRAISAL

- participating in any arrangements for the appraisal of his/her performance and that of other teachers.

REVIEW: FURTHER TRAINING AND DEVELOPMENT

- reviewing, from time to time, his/her methods of teaching and programmes of work;
- participating in arrangements for his/her further training and professional development as a teacher.

EDUCATIONAL METHODS

- Participating in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements in line with the School's definition of high-quality learning and teaching.



DISCIPLINE, HEALTH AND SAFETY

- maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere.

STAFF MEETINGS

- participating in all appropriate staff meetings (except where absence from such meetings is expressly agreed with the Headmistress).

COVER

- guiding and assisting students with the completion of the cover work provided.

The Person

ETHOS AND WHOLE SCHOOL VALUES

Essential:

- Committed to Marymount as a school with high academic standing, providing a holistic education and outstanding pastoral care
- Committed to the RSHM values
- An understanding and affinity with the School's Catholic ethos
- A genuine commitment to the wellbeing of the students in their care
- Committed to operating as part of the School community

Desirable:

- A willingness to give generously of their time and support school events and activities.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential:

- Degree or equivalent qualification
- Teaching qualification (QTS or equivalent)
- High level of German proficiency, both written and spoken
- Demonstrate a commitment and enthusiasm for teaching
- Strong IT skills
- Fluent in both verbal and written English

Desirable:

- International Baccalaureate curriculum experience
- Knowledge of inquiry-driven and concept-based pedagogical approaches

SAFEGUARDING AND PASTORAL

Essential:

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the DBS



How to apply

To apply, candidates should complete the School Application Form and e-mail it, together with a cover letter (both as PDF files, please), to Mrs Ruth Bowley at hr@marymountlondon.com. Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571. Please address your letter to Mrs Margaret Giblin, Headmistress, Marymount International School, London.

Closing date for applications: 22 September 2023

Interviews at school: **Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.**

Salary: Dependent on skills and experience (please email hr@marymountlondon.com to discuss)

Start date: October 2023

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.

Marymount International School, London, is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse, with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.