

Candidate Information Pack

Co-ordinator & Teacher of English 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



SUBJECT RELATED RESPONSIBILITIES

Marymount International School, London, is seeking to recruit a suitably qualified and experienced teacher of English Language Acquisition (EAL/ ELD) to coordinate and lead the School's IB Diploma and IB Middle Years English Language Acquisition and English Language Development programmes.

The Co-ordinator is responsible for the ongoing development of the English Language Acquisition and ELD curricula, for providing pedagogical and academic leadership within and across departments, and for promoting the mission of the School and the aims and objectives of the department. They are accountable to the Chair of English.

The successful candidate will be joining a well-established department within the School's academic programme and will commit themselves to supporting and promoting the philosophy and mission of the School, as well as that of the IB, whilst striving to achieve the highest professional standards in all they do at and for the School. They will be expected to work with second language learners across all levels and abilities. They will have an excellent understanding of language acquisition and will work with students in a whole class setting and on a one-to-one basis. Subject specific responsibilities will include:

1. Developing, coordinating and delivering the IB MYP and IB DP English Language Acquisition curriculum to students in Grades 6 to 12 (Years 7 to 13), with a specific focus on concept-driven and inquiry-based learning.
2. Developing, coordinating and delivering a school-based English Language Development (ELD) programme to students in Grades 6 to 8 (Years 7 to 9).
3. Working collaboratively with the programme coordinators to develop and provide appropriate training and guidance for the wider teaching faculty on how best to support second language learners across the school.
4. Working collaboratively with the Chair of English and other Departments, and other members of faculty to identify and support meaningful interdisciplinary links with other subject areas.



5. Working collaboratively with the Admissions Team and prospective and current students and families to provide guidance and support regarding the admission and induction of second language learners.
6. Preparing and marking a wide range of assessment tasks (formative and summative) according to MYP and DP assessment protocols.
7. Addressing human commonality, diversity and multiple perspectives by working to support the growth of students of all levels and abilities, including those for whom English may not be a mother tongue.
8. Teaching and promoting English language and culture within the School's English programme and the wider curriculum using a range of student-centred teaching strategies, resources and technology
9. Differentiating instruction to meet students' learning needs and styles.
10. Embedding IB 'Approaches to Learning' in the delivery of the curriculum.
11. Participating 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.
12. Creating a stimulating learning environment based on understanding and respect that engages students in reflecting on how, what and why they are learning.
13. Supporting the Chair of English with the planning and management of displays of work, Open Day presentations and other subject and whole-school related activities.
14. Supporting the extra-curricular life of the English Department, through weekly clubs and activities, class trips and outings etc., including the annual Shakespeare Festival.

GENERIC TEACHER JOB DESCRIPTION

Marymount International School London is an independent Catholic day and boarding school for girls ages 11-18. An International Baccalaureate (IB) World School, Marymount offers the IB Middle Years and Diploma Programmes.

Teachers Report to: Senior Deputy Head Academic via Department Chair

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 available to students, colleagues and administration during the entire school day.



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 co-operating 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, 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

- 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

CRITERIA

Education and Qualifications

- Degree or equivalent qualification
- Teaching qualification (QTS or equivalent)
- International Baccalaureate curriculum experience
- Experience of leading and/or implementing change in an educational setting
- Demonstrate a commitment and enthusiasm for teaching
- A commitment to continuing professional development
- Fluent in both verbal and written English

Knowledge and skills

- A full knowledge of the subject matter and the latest developments in the area
- Ability to deliver outstanding lessons using a range of teaching strategies and resources
- Convey enthusiasm, energy and passion for the subject to inspire students to develop a love of learning
- Able to use initiative and judgement to identify and adapt content of the lesson, level of depth and teaching method according to the needs of any particular group
- Be able to adapt to the continually changing landscape of learning
- Excellent practitioner and advocate of innovative teaching strategies that develop learning and interest in the subject and instill a passion for the subject

Personal competencies and qualities

- Ability to lead and inspire pupils from all backgrounds



- Strong communication and interpersonal skills, able to build good relationships with parents, pupils and colleagues
- Strong organisational skills
- Excellent ICT skills in Microsoft Office packages
- Excellent standard of written English
- Pro-active, able to make suggestions for improvement and change

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- 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
- Satisfactory completion of all Safer Recruitment checks including an Enhanced Disclosure from the DBS

How to apply

To apply, candidates should complete the School Application Form (on our website) together with a cover letter addressed to Mrs Margaret Giblin, Headmistress at Marymount International School, London. Please email these (both as PDF files) to Ruth Bowley, Deputy Bursar, at hr@marymountlondon.com. Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571, ext. 204.

Closing date for applications: 29 April 2024

Interviews (at school): From 1 May. 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: Academic year 2024–2025 (with compulsory inset days at the end of August).

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to full suite of safer recruitment checks including social media checks.

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.