



**MAGDALEN COLLEGE SCHOOL**  
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



## **Information Pack**

### **Part-time French Assistant**

Closing date: Midday, Tuesday 6<sup>th</sup> August

Interview date: Week commencing 12<sup>th</sup> August

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## Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website ([www.mcsoxford.org](http://www.mcsoxford.org)) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

*H. C. Pike*



## **PART-TIME FRENCH ASSISTANT**

### **Further Information**

#### **The School**

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. It educates boys from 7-18, and girls in the Sixth Form.

#### **The Role**

The School is seeking to appoint a part-time French Assistant. The successful candidate will be a native quality speaker of French and will be preparing pupils for oral examinations at IGCSE and Pre-U. It is anticipated that the successful candidate will teach in the region of 12-14 periods per week; each lesson being 40 minutes long. The candidate will also provide teaching for a small group of bilingual pupils in different year groups, as demand arises.

#### **Application Process**

Candidates should submit the Application Form for Teaching Staff, which can be found on the job vacancy link of the website ([www.mcsoxford.org](http://www.mcsoxford.org)). To access [click here](#). This should be emailed together with a CV and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, ([shunter@mcsoxford.org](mailto:shunter@mcsoxford.org)). All documentation should be sent no later than **midday Tuesday 6<sup>th</sup> August**. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

We anticipate holding interviews week commencing Monday 12<sup>th</sup> August and will be in contact with shortlisted candidates by telephone. We reserve the right to change the interview date if necessary.

**References may be taken up in advance, although this does not necessarily mean that a candidate will be called for interview. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.**



## **Safeguarding Policy**

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s).

## **The Department**

Magdalen College School is seeking to appoint a part-time French Assistant from September 2019.



The Modern Languages Department consists of seven teachers, five language assistants and three Waynflete Academics.

Modern Languages are strongly established in the school, and all pupils take at least one modern foreign language to IGCSE level. A good number take at least one Modern Foreign Language in the

Sixth Form (the department began teaching the Pre-U in September 2018). Examination results are impressive across all three languages: at IGCSE in 2017 88% of grades were A\* and 98% of grades were A\*-A; at A Level in 2017, 24% of grades were A\* and 76% of grades were A\*-A.

A number of Sixth Form pupils choose a language-related subject for Waynflete Studies: the school's unique extended project taught in conjunction with members of the University. Furthermore, on average ten candidates per year are successful in gaining places to read a languages-related degree at Oxbridge and other leading universities.



Modern Languages teaching takes place in a suite of six well-resourced, modern and attractive classrooms in the Quincentenary building. All classrooms are equipped with interactive whiteboards, projectors and high-quality sound systems. In addition, there are two departmental offices and two smaller rooms for conversation classes with the foreign language assistants. The main textbook used at IGCSE is *Pearson IGCSE French (9-1)*, and at Pre-U teachers make use of internet resources and articles as well as the IB diploma textbook. Additionally, the department makes use of DVDs, supplementary reading resources and grammar workbooks. The use of ICT is well-developed, and the department has a class set of iPads for use in Modern Languages lessons.



The department organises study trips and exchanges, and a range of enrichment opportunities, including talks by visiting speakers, are arranged within the Department. We also encourage pupils to enter the UK Linguistics Olympiad, and the Stephen Spender and Juvenes Translatores

competitions. An enthusiastic approach to assisting with and fostering such enrichment activities will be advantageous.

The aim of the Modern Languages Department is to infuse pupils with an enthusiasm for language and culture while insisting on academic rigour. Each MFL teacher at MCS has an individual expertise and teaching style, yet the Department also places great importance on teamwork and collective input to produce the best results.



The French Assistant will report to the Head of French, the Head of Modern Languages and ultimately to the Master via the Deputy Head (Academic).

Candidates short-listed for interview will be asked to complete some written tasks, set by the Head of French. They will also be required to bring with them the necessary ID documentation and degree certificate(s), all of which must be originals. Further information on the tasks and documentation required will be provided with the invitation to interview.





## **Benefits**

MCS currently has its own salary scale, and salaries are substantially more generous than those in the maintained sector; there is also a relocation allowance on a sliding scale, by agreement with the Master and Bursar, and dependent on current location. The school also operates a cycle to work scheme, and travel loans are available. The school subscribes to the Teachers' Pension Scheme, in which all teaching staff are auto enrolled – there is, of course, an opt out, should this be preferred.

The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions.

Staff are encouraged to make use of the Senior Common Room within and after the school day, as an area for relaxation and shared discussion outside departments. There is also a quiet room located close to the SCR where staff can work and study. Tea and Coffee are served in the SCR at morning break, Lunch is provided in the Dining Hall, and cakes and cut fruit are available in the SCR at the end of the school day. Staff socials, guest nights and Master's Drinks are regular features of each term.





### **Professional Development**

The school places a significant emphasis on the professional development of all staff. A half termly CPD & Teaching Newsletter is distributed by email, which aims to highlight educational research and practical ideas, to share ideas from courses and conferences attended, to offer guidance on opportunities for CPD, and to highlight the work of colleagues in the area of teaching and learning. All colleagues are encouraged to attend at least one external CPD course each year, and also to visit another school, place of work or university, where appropriate.

The Teaching & Learning group meets before school twice per half term. Its purpose is to consider developments in educational research, to facilitate discussion of teaching and learning, to offer a forum for the sharing of good teaching practice, and to support colleagues in experimenting with new teaching techniques. There is also a programme of Learning Lunches each term for colleagues to share good practice. Colleagues who have been teaching for more than seven years (including a minimum of three years' service at MCS) may make an application for study leave for the second half of the Trinity term.

### **Additional Information**

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the term preceding their arrival to the Usher (Senior Deputy Head) for a parking space. If you have any questions or require additional information, please contact the Recruitment Officer: 01865 253401.