



# MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL  
BOYS 7-18 & SIXTH FORM GIRLS

## Information Pack

Part-time Mandarin  
Language Assistant

To start September 2021

Closing Date: midday,  
Wednesday 28<sup>th</sup> April

Interview Date:  
Wednesday 5<sup>th</sup> May



## 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.

William of Waynflete founded Magdalen College School in 1480: 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.



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

## **MANDARIN LANGUAGE ASSISTANT**

### **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 Mandarin Language Assistant. The successful candidate will be a native- or near-native-quality speaker of Mandarin whose primary role will be to prepare pupils for their GCSE oral examinations. It is anticipated that the successful candidate will teach in the region of 4-5 periods per week in lunchtime/early afternoon slots; each lesson being 40 minutes long. There may well be scope for this to increase in future years as Mandarin goes further up the school. The candidate might also provide occasional teaching to bilingual pupils in different year groups, as demand arises. In the first year the successful candidate will be required to teach Mandarin to pupils in Year 11. It is anticipated that this will extend to Sixth Form pupils from September 2022.

### **Application Process**

Candidates should submit the Application Form for Support 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 and addressed to the Recruitment Officer, Mrs Sarah Hunter, at email address [shunter@mcsoxford.org](mailto:shunter@mcsoxford.org). All documentation should be sent no later than midday, Wednesday 28<sup>th</sup> April. The school's preferred method of



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

communication is by email and it will not be necessary to send a hard copy of the documents by post.

**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.**

We anticipate holding interviews on Wednesday 5th May and will be in contact with shortlisted candidates by telephone. Interviews will be in person and will include a written test. Further information on the test and documentation required will be provided with the invitation to the interview.

### **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 Mandarin Assistant from September 2021. This is a 9 month contract per annum, running from September until May. 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 (French, German and Spanish): at IGCSE in 2019 60% of entries were graded 9, and 86% were graded 9-8; at A Level in 2019, 50% of grades were A\* and 91% 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.



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

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. There are two departmental offices and two smaller rooms for conversation classes with the foreign language assistants. We make use of our own resources wherever possible, but pupils in IGCSE classes generally have their own textbooks. Additionally, the department makes use of films, supplementary reading resources and grammar workbooks. The use of ICT is extremely well-developed, with teachers making regular use of tablet computers and digital display screens.

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 various local and national linguistic 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 Mandarin Language Assistant will report to the Head of Modern Foreign Languages and ultimately to the Master via the Deputy Head (Academic).



MAGDALEN  
COLLEGE SCHOOL  
INDEPENDENT DAY SCHOOL  
BOYS 7-18 & SIXTH FORM GIRLS



### **The Candidate**

We introduced Mandarin Chinese as a modern language at MCS from September 2019 in order to cater more effectively to the academic interests and professional needs of our pupils, and to offer a range of modern languages that is recognisably aligned with global realities – political, commercial, and cultural – today.

We offer Mandarin Chinese as an *ab initio* course to pupils in Year 9, and a year's introduction to boys in Year 6. Pupils work towards a GCSE qualification in Year 11 and – provided the numbers are viable – an A Level in Year 13.

The candidate should have native or near-native fluency in Mandarin Chinese and English. He/she should be able to teach Mandarin to GCSE and A Level and to assist pupils wishing to study Mandarin at university. Prior experience of teaching Mandarin in a secondary school would be advantageous.

He/she should have the energy and enthusiasm to inspire a new generation of language learners, to create resources from scratch, to promote awareness of Chinese culture, and to communicate effectively with teachers and pupils.

In a lively day school, a willingness to contribute to other areas of school life, whether in the pastoral system, in games, music, drama, CCF or other activities, is always advantageous.



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

## **Pension**

Support staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

## **Benefits**

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.

There is a wide range of benefits on offer to staff, including a free lunch during term time, free private health insurance and complimentary use of school sports facilities. Head to [mcsoxford.org/vacancies](http://mcsoxford.org/vacancies) to find out more.

School fee remission for the children of full-time staff who pass entrance tests for the school is currently 50%. Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission. (Headington fee remission is only available to staff with an FTE of 50% or over).

Staff are encouraged to make use of the Junior and Senior School Common Rooms within and after the school day, as areas 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.



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

**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.

*HILARY 2021*