



PUTNEY
HIGH SCHOOL

GDST

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PART TIME TEACHER OF ITALIAN 0.25
Information for Applicants



MESSAGE FROM THE HEAD

We are delighted that you are considering joining Putney High School. This is an incredible community in which to teach, work and learn and this role offers an opportunity to play a part in one of the UK's most exciting and successful schools.

Based in Putney, SW London, with a reputation for academic excellence and expert pastoral care, we are a down-to-earth, innovative and unashamedly ambitious school where girls achieve exceptional results and go on to an array of impressive destinations in the UK and abroad.

The wealth of passions our pupils pursue is testament to an education that is intellectually thrilling and fun, and to a dedicated staff body who interest, inspire and support our students to thrive.

We are known for our pioneering initiatives in everything from biophilia and design thinking to the science of learning, and for our leading co-curricular programme. Our superb facilities include a purpose-built Sixth Form Centre, a cutting-edge centre for Science, Music, Drama and Debating and the only girls' school boathouse on a famous stretch of the River Thames.

With a focus on continued professional development, membership of leading organisations and a superb package of personal benefits provided by the GDST, this is an opportunity to join a warm and inclusive organisation which has been a powerful voice in education for over 150 years, and to enjoy the camaraderie of a fantastic group of colleagues.

Thank you for your interest in our school. We hope you will make an application and we very much look forward to meeting you.

Jo Sharrock
Headteacher



THE SCHOOL

Academic with a very modern edge, Putney is a dynamic and down-to-earth school that nurtures bright and imaginative students.

Our unique brand of modern scholarship provides an outstanding education that is bold, broad and above all, relevant. We prepare students for the future by building confident, hopeful young people, with agile, entrepreneurial mindsets, equipping them with skills in everything from design thinking to PPE. Our students go on to become leaders in fields from medicine to politics, architecture to the environment. Curiosity abounds with fun and challenging lessons across an exceptionally rich curriculum and with exciting co-curricular activities to match.

The school is set on a leafy campus in Putney, close to the River Thames. As the largest school of the Girls' Day School Trust (GDST) we have been leading the way in girls' education since 1893 and today provide a happy and progressive environment in which over 1000 pupils aged between 4 and 18 years old can flourish.

We are consistently ranked among the top performing schools both in London and the UK and are known for producing young people who are ambitious, rounded and responsible. They pursue their interests with passion and humour while building the skills, self-awareness and confidence to throw open doors and make their mark in the world.

OUR VALUES

At Putney High School we are:

INNOVATIVE - Forward-thinking in our approach to teaching and learning, ours is a culture that is modern, relevant and inspires the idea-makers of the future.

INCLUSIVE - We offer a holistic education that focusses on the individual and is outward looking - encouraging integrity, compassion, respect and social responsibility.

INTREPID - Interested and interesting, we are unafraid to stretch our wings and to blaze trails, curious to explore and to challenge limits.

INTELLECTUAL - Scholarly in our approach to learning, we are creative in our thinking and bold in our ambitions.



THE DEPARTMENT & THE ROLE

THE MFL DEPARTMENT

The Modern Foreign Languages Department at Putney High School prides itself on being a passionate and talented team of linguists who always strive to both challenge and support to pupils at all levels, be it in Years 7, 8 and 9, at GCSE and A Level or those intending to continue their study of languages at university. At Putney we teach French, Spanish, German, Mandarin and Italian. We have a strong pupil uptake both from bilingual pupils and those choosing to take the subject.

We place much emphasis on giving pupils the tools to explore the languages they are learning both in and out of the classroom and to gain confidence by experimenting and simply giving it a go. Language is living and constantly changing and the language learning experience should therefore be one which reflects this. In lessons students make use of all types of media and are encouraged to develop independent study skills from an early stage and to be inquisitive in their study of languages.

An understanding, not only of the language itself but also of the cultural context which surrounds it, is a key feature of language learning at Putney High School. The trips, exchanges and events organised by the department reflect this. In a school where almost 30 languages are spoken by girls in the Senior School alone, it is essential that the MFL department foster an environment in which students become enthusiastic and skilled language learners who can play a leading role in our global society.

The Italian Department consists of two part-time members of staff but who work intrinsically and holistically within the wider Modern Foreign Languages Department. The Italian Department has seen rapid expansion over the last few years and has a strong uptake by both bilingual students and those choosing to take the subject at GCSE and A Level. The strong academic results reflect the success of the of the department which is driven by the passionate and enthusiastic ethos generated by the teachers of the subject.

Accountable to:

Head of MFL through Head of Italian

Salary:

GDST Teachers scale
Dependent on Experience

Hours:

0.25 hours over 2 days

Starting:

September 2024



THE PERSON

The successful candidate will have the following key skills and attributes:

ESSENTIAL

- Experience teaching the subject to A level
- The ability to work both independently and with the wider department and MFL team
- The ability to work both independently using your own initiative and work collaboratively with the wider department and MFL team
- Excellent interpersonal skills and the ability to communicate effectively with others.

DESIRABLE

- Qualified teacher status.
- The ability to use IT to improve Teaching and Learning as well as administration.



JOB DESCRIPTION

RESPONSIBILITIES

Teaching and learning

Having regard to the curriculum, plan and deliver high quality, innovative and engaging lessons specifically by:

- Being an outstanding practitioner and demonstrating a clear passion for Italian, with strong subject knowledge, and fostering that enthusiasm for the subject with the students.
- Using an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and expectations and are designed to raise levels of attainment.
- Building on the prior knowledge and attainment of earlier learning in order that learners meet their learning objectives and make sustained progress.
- Developing ways to encourage, challenge and inspire pupils to apply new knowledge, understanding and skills and deepen them further.
- Using language appropriate to learners, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively.
- Managing the learning of individuals, groups and whole classes effectively, using teaching techniques appropriate to suit the stage of the lesson and the needs of learners.
- Maintain an up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential, incorporating these in the planning and delivery of lessons.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- With reference to learners' individual learning objectives, planning, setting, supporting and assessing classwork, homework and other out-of-class assignments and coursework for examinations, where appropriate and reasonable, to sustain learners' progress and to extend and consolidate their learning.
- Contributing as appropriate to the development of schemes of work and adhering to schemes of work when planning and teaching.
- Knowing and implementing the assessment requirements and arrangements for the subjects/curriculum areas taught, including those relating to public examinations and qualifications.
- Organising the classroom and learning resources and creating displays to encourage a positive learning environment.
- Participating with the line manager in using GDST and national statistics to monitor the progress of pupils and raise levels of attainment.
- Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development.
- Working collaboratively across the department, school and the GDST network, including encouraging and promoting links with other subjects across the curriculum.



JOB DESCRIPTION

RESPONSIBILITIES

- Managing pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.
- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations.
- Supporting and accompanying trips led and organised by the department.

Pastoral

Work with colleagues to create a positive culture of pupil welfare and behaviour, including taking an active role in pastoral matters, by:

- Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils.
- Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services.
- Maintaining good order and discipline among the pupils 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.
- Acting as Form Tutor.
- Liaising with appropriate Head of Year, attending pastoral meetings when necessary.
- Leading and participating in Assemblies.

Marketing and external links, including public occasions

Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community, where possible, by:

- Actively participating in educational outreach and promoting the key stage, phase or department within the school community to encourage pupils' interest in the subject area or school.
- Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils.
- Attending appropriate school events to support school activities, such as Open Day.
- Leading on and/or participating in the running of extra-curricular enrichment opportunities.

Management and administration

Undertake administrative and organisational tasks related to the duties of teaching and to ensure the smooth running of classes and the department by:

- Contributing to the professional development of other teachers and support staff, including the induction and assessment of new teachers.
- Coordinating or supervising the work of those who provide support for teachers in the department (i.e. technicians or teaching assistants), where required.



JOB DESCRIPTION

RESPONSIBILITIES

- Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Ordering and allocating of equipment and materials where required.

Training and development of self and others

Maintain an up-to-date knowledge and understanding of all aspects of teaching and pedagogy by:

- Reviewing own methods of teaching and programmes of work.
- Evaluating own performance and being committed to improving own practice through appropriate training and professional development.
- With the line manager, engage actively in any process of appraisal or performance review for self and for those supervised.

All teaching staff are expected to

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with students, colleagues, parents and any external personnel.
- Adhere to school and GDST policies, as amended from time to time, and as set out in GDST Council Regulations, ORACLE and GDST circulars.
- Contribute towards organising, participating in or delivering on the school's programme of extra-curricular activities.
- In accordance with GDST policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.
- Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head.
- Carry out lunchtime duties, such as supervising pupils at lunch, as reasonable.
- Attend all relevant parents' meetings, which may take place in the evening.
- Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.
- Carry out such other associated duties as are reasonably assigned by the Head.



WORKING FOR THE GDST

The school is part of the Girls Day School Trust, the UK's leading network of 25 girls' schools. As a member of the GDST, the largest network of its kind, Putney is able to share resources to offer students an education like no-other, and to connect staff within a supportive framework of like-minded educationalists.

As part of the GDST we can offer a variety of benefits:

- Competitive salaries compared with the state sector and other Independent schools
- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous GDST pension schemes
- A discount of up to 50% on fees for children at GDST schools
- Interest-free loans for training, computer purchase loans and travel season ticket loans
- A Cycle to Work scheme
- An extensive employee assistance programme
- Competitive terms and conditions of employment



HOW TO APPLY

Within your application form, please complete a detailed personal statement (section 5) instead of a covering letter.

Please review the Job Description and ensure you highlight how your skills and experience meet these expectations.

Send all completed application forms to recruitment@put.gdst.net

NB. CVs are not accepted without a fully completed application form.

Closing Date: Wednesday 01 May 2024 at 9am.

Interviews will take place 09 May 2024.

Any candidate wishing to seek additional information should contact:

Email: recruitment@put.gdst.net

Tel: +44 (0)20 8788 4886

Candidates who are invited to interview will be required to bring original identification documents (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

Putney High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

At Putney High School, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.