

Queen Margaret's, York

Ethos of the School

A Queen Margaret's education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she will be a free thinking, courageous individual, prepared to take her learning to the next level and her place in the modern world.

Aims of the School

Queen Margaret's is a school for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve excellence inside and outside the classroom
- develop an enthusiasm for independent thought, learning and research
- grow with emotional maturity, social awareness and respect for individuality and difference
- forge special friendships that will stay with them for the rest of their lives
- be interesting, well-informed, happy and confident members of the community

The Department of English as an Additional Language (EAL)

English is taught as an additional language to most of our international students (approx. 80 spread across all year groups within the school and with a variety of nationalities). Different courses and qualifications are appropriate for different girls, and the department assesses, teaches, supports and prepares candidates individually or in small groups.

The International Council

This is a committee of girls and staff whose purpose is to support, promote and celebrate cultural differences and bilingualism through festivals, events, assemblies and activities. Its main purpose is the full and unforced integration of girls from all nations.

Teacher of English as an Additional Language (EAL)

We are seeking to appoint an enthusiastic and well qualified teacher of EAL with strong communication skills to work in our Department of English as an Additional Language with effect from 1st September 2017. This role will suit someone who already has experience in the teaching of EAL, or someone who is looking to make the transition from EFL/ESOL teaching to EAL teaching.

- be a full time member of staff;
- assist with assessment and interviewing of girls for whom English is not their first language;
- work with the HoD and subject teachers, where appropriate, to ensure that the EAL curriculum and teaching at QM provides challenge for the most able, stretches those with academic aspirations and supports those who have specific learning needs;
- plan, prepare and deliver EAL lessons for individuals and small groups, and record student progress;
- provide IELTS, FCT, PET, IGCSE (EAL), TOEIC and TOEFL preparation and teaching for girls requiring qualifications for HE applications;
- research & adapt resources and design & develop teaching materials suitable to each girl's age & ability;
- liaise with the HoD and other subject teachers, as required, regarding provision of textbooks, resources in first language and culturally relevant texts;
- attend and contribute to training sessions, as required;
- contribute ideas for the continued development of EAL provision at QM;
- liaise with the HoD and Head of Learning Support where a lack of progress suggests SEN;

- attend parents' meetings and be available for consultation at other reasonable times by parents, by appointment (including by telephone or Skype, as required);
- assist the HoD in keeping records of lessons and preparing termly summaries for the Bursar's Office
- assist with writing Individual Education Plans (IEPs) and contribute to Individual Welfare plans (IWPs);
- provide enrichment opportunities for girls outside the curriculum in line with your interests and the needs of the School;
- support and contribute to the work of the International Council;
- keep up to date with legislation and best practice regarding welfare & health and safety in schools, attending staff training as required.

Essential Qualifications: Educated to degree level and CELTA or DELTA

Desirable Qualifications: Linguistics Degree, masters in TESOL/Linguistics

Essential Experience: EFL/ESOL/EAL background

Desirable Experience: Teaching English overseas, particularly in China

Teaching Cambridge exam classes

Teaching IELTS exam classes

Appointment Process

All applicants must complete the school's official application form (electronically or by hand), providing a full career history and names and contact details for two referees. This should be accompanied by a letter of application addressed to the Head.

- The closing date for applications to reach the school is Monday 26 July 2017 with interviews taking place during that week or that commencing 3 July 2017.
- The interview day will consist of: a tour of the school, opportunities to meet with staff and girls, an observed lesson (details will be provided) and a formal interview.
- Candidates must bring with them to their interview certain documents which will be specified in the invitation to interview.
- An appointment will be announced as soon as possible after the interviews are completed.

The appointment will be made subject to an enhanced DBS check, receipt of satisfactory references, the completion of a medical questionnaire, and all other pre-recruitment checks as set out in the School's Recruitment Policy

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment terms and conditions will be confirmed in the successful candidate's letter of appointment. The Teacher of EAL shall be subject to the School's rules, policies and procedures as set out in the non-contractual Staff Handbook as amended from time to time. It is part of his or her responsibility to be familiar with the provisions of the Staff Handbook

- The appointee will receive a salary following the school's own pay structure, paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay; no over-time is paid and days off in lieu of work are not applicable.
- This appointment shall be subject to a probationary period of one complete academic term during which the appointment may be terminated on two weeks' notice. This period may be extended by notice in writing given before the expiry of the initial period.
- The appointee will be expected to participate in a staff development process.
- The appointee will be eligible to join the School's Pension Scheme.
- Meals will be provided during hours of duty during term time.
- This is a full-time appointment. The appointee will be expected to work 33 weeks term time, which may include some Bank Holidays; and for such periods during school holidays as may be necessary for the effective performance of his/her duties (not more than 37 weeks in total); no work outside QM should be undertaken without permission of the Head.
- The normal hours of work are 08:15 – 17:30 (Monday – Friday) and 08:45 – 12:30 (Saturday). Clubs, societies, matches, duties, training days and parents' meetings may, necessarily, extend these times.
- The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days) which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction, including attendance at Training Days, as required, you will not normally be required to work during normal school holidays.
- The appointee must become thoroughly acquainted with information contained in the School's Policies, especially those dealing with Child Protection, Fire, Health and Safety, and be prepared to attend all relevant Induction and Training Courses.
- The School operates a non-contractual sickness policy details of which are available on the staff intranet.
- The appointee is required to give the school one full term or three months' notice (whichever is the longer period) of his/her intention to leave this post.
- All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the Designated Safeguarding Lead and the Head.

Queen Margaret's School

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