



## BIRKENHEAD SCHOOL

### Information for Candidates applying for the role of Temporary Teacher of French and Spanish (Maternity Cover)

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Required from September 2025

#### THE SCHOOL

Birkenhead School, awarded the Sunday Times Independent Secondary School of the Year in the North West for 2025, was founded in 1860. It is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral, Liverpool and as far afield as Chester and North Wales. There are currently some 127 children in Early Years (60 in Nursery aged under 3 years old, 67 in our “Pre-Prep” aged 3 to 5 years old), 301 pupils in the School’s Prep (ages 5-11) and 527 pupils in Years 7 to Upper Sixth Form. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School approximately 45% of pupils are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a ‘village green’ atmosphere, with classrooms and laboratories looking out over the cricket square. There are ongoing and substantial investments in facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

#### SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a ‘One School’ concept. The Headmaster chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Deputies and the Bursar.

Birkenhead School prides itself on being a family school and this has been greatly strengthened by the opening of the Nursery in 2006. It is attractive to parents to have all their children in one school and it is a great advantage for the school to be able to establish strong, long-lasting relationships with families. The move to co-education reinforced this and at present, 234 families have more than one child in the School and 33 have three or four children.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local business and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve these aims. The School’s informal motto is Respect, Responsibility and Resilience, to which we have recently added Inclusivity, Compassion, Integrity, Humility and Courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual’s qualifications on paper, an approach that has played a considerable role in the winning of the Sunday Times award – in short, staff go above and beyond in delivering outstanding academic grades and an expansive co-curricular programme which leads to a fulfilled, inspired and happy community – staff, students, parents, grandparents and alumni (Old Birkonians—OBs).

#### **SENIORS**

527 STUDENTS  
AGED 11-18  
296 BOYS / 231 GIRLS

#### **PREP**

301 PUPILS  
AGED 5-11  
162 BOYS / 139 GIRLS

#### **NURSERY / PRE-PREP**

127 CHILDREN  
AGED 3 MONTHS – 5 YEARS  
70 BOYS / 57 GIRLS



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### THE DEPARTMENT

The Modern Foreign Languages department, led by the Head of Department, Mrs Marion Holgate, currently consists of 5 staff.

Students start their learning journey in Prep, with French and Spanish lessons. When they reach Year 7, they have 3 lessons per week in French and Spanish, following the Tricolore Total French and Listos 1 Spanish courses, which offer a lively, topic-based approach to learning. This continues into Year 8, where the courses are underpinned by a clear, grammatical foundation, and students develop the use and understanding of French and Spanish through straightforward explanations of the way the language works, providing a solid foundation for continued study in Year 9 and at GCSE.

Students start the new Pearson Edexcel GCSE course in Year 9 for French, continuing the topic-based approach. A digital textbook, alongside relevant resources on ActiveHub, accompanies the course. The successful candidate would also need to continue teaching the Paper 2 element of the French AQA A Level course to our L6 next term, which will be the film, *La Haine*, by Kassovitz, as well as starting Camus' *L'étranger*.

In Summer 2024 100% of French A-Level students achieved Grade A or above and 100% of French GCSE students achieved Grade 7 or above, with 38% gaining Grade 9 and 85% Grade 8 and above.

### THE ROLE AND RESPONSIBILITIES

We are seeking to appoint an enthusiastic and dynamic French and Spanish Teacher with relevant experience to teach and tutor students up to and including GCSE Spanish and A Level French, in order to ensure the highest possible standards of achievement, personal development and well-being. The post holder will continue to meet, maintain, and build upon Teachers Standards.

#### Responsibilities

- Teaching, marking, assessment and grading within the department, always setting the highest standards of personal organisation and administration. All teachers are expected to:

#### Teaching

- Take responsibility for ensuring effective preparation for students taking GCSE and A Level MFL by having an in-depth knowledge of the AQA specifications.
- Contribute to a department academic extension programme designed to stretch, challenge and inspire students.
- Meet the needs of different groups of learners, in particular SEND students and those identified as potential high attainers.
- Keep abreast of developments in the subject, maintaining contacts with other schools, exam boards and professional associations.
- Ensure students are properly prepared and entered for exams.
- Contribute to the organisation of co-curricular activities, both in relation to the department and wider School community



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- Provide a stimulating learning environment
- Liaise with students about Spanish and French, alongside other related subjects at Universities.
- Liaise with University departments and specialists within their field.
- Liaise with Prep regarding organising and overseeing enrichment activities.

### Assessment

- Give timely, positive and helpful feedback to students
- Complete reports to a high standard and within specified deadlines
- Regularly assess and mark students' work in line with School and department guidelines

### Tutoring

- Actively monitor students' progress and provide support where necessary
- Encourage students' self-development and personal expression through PSHEE and tutor sessions

### Professional Development and Wider Contribution to the School community

- Proactively engage in continuous professional development to reflect on and improve teaching repertoire
- Participate in arrangements for the appraisal and review of own performance
- Contribute to the life of the community, particularly by leading and contributing to co-curricular activities
- Presenting the School at Parents Evenings, Open Days and other events
- Support and develop the use of ICT within the department.

### Additional Elements

Teachers are expected to: -

- Adhere to the School's Code of Conduct
- Commit to safeguarding and promoting the welfare of students
- Support and encourage the School's ethos and objectives
- Ensure facilities, including equipment and teaching areas, are maintained in an appropriate condition.
- Demonstrate a commitment to improving and developing the School's processes and facilities.
- Carry out such duties that may be reasonably required by your Line Manager.

### THE PERSON

#### The ideal candidate will

- Have a secure knowledge and understanding of own subject/curriculum area including current developments in teaching and learning.
- Have QTS/PGCE qualification
- Have prior teaching experience at Key Stages 3, 4, and 5.
- Be an excellent classroom practitioner with evidence of good teaching skills, leading to consistently high standards of achievement



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- Be enthusiastic, confident and diligent.
- Develop and maintain good relationships with students and colleagues.
- Have a sound understanding and awareness of Safeguarding procedures.
- Develop creative and innovative teaching techniques
- Be IT literate to support teaching and learning.
- Inspire staff and students through action.

The successful candidate will balance a determined work ethic and strong academic rigour with good humour, teamwork and perspective. All applicants should be outstanding Teachers, but also possess the wider interests and passions that will inspire students outside of the standard curriculum. All staff are expected to contribute fully to the wider life of the School and the co-curricular provision.

### REMUNERATION & BENEFITS

#### Salary

Birkenhead School operates its own salary scale, reflecting the experience and expertise of the successful candidate.

#### Hours

This is a full time temporary maternity cover role. While a September start is advertised, a start in June would be beneficial. The post holder will be required to contribute to co-curricular opportunities and work as necessary to carry out the duties of the role.

#### Holiday

You will be entitled to School Holidays and Bank Holidays.

#### Pension

The School operates an auto-enrolment pension scheme.

#### Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards;

- Working with fantastic young students
- Working as part of a committed team
- Membership of the Employee Assistance Programme
- Term time is 34 weeks
- Free use of the fully equipped on-site gym
- Support for your continuous professional development



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### APPLICATION

A letter of application indicating skills and experience, together with a completed application form, including the names and addresses of at least two referees, should be sent for the attention of the Headmaster via: [chw@birkenheadschool.co.uk](mailto:chw@birkenheadschool.co.uk)

Applications may also be sent by post to: **Cheryl Wallace (Personnel Manager), Birkenhead School, 58 Beresford Road, Oxtown, Wirral, CH43 2JD**

Application forms can be downloaded from the School's website: [www.birkenheadschool.co.uk](http://www.birkenheadschool.co.uk)

Candidates are welcome to contact the Head of Modern Foreign Languages, Mrs Marion Holgate on [mlh@birkenheadschool.co.uk](mailto:mlh@birkenheadschool.co.uk) with any questions relating to the role.

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). **As such, candidates are asked to complete the separate Criminal Record Declaration Form on the School's website.** The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of the department.

**The closing date for applications: 9.00am on Monday 21<sup>st</sup> April 2025**

Successful candidates are likely to be invited to attend interview the following week.

**We reserve the right to close this vacancy and complete the recruitment process when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.**