



VACANCY  
INFORMATION  
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GERMAN LANGUAGE  
ASSISTANT  
PART TIME



READING BLUE COAT



## INTRODUCTION

Reading Blue Coat is a leading independent school of just over 820 pupils from 11 – 18 years. Originally a boys' school, for over three decades girls have been an integral part of the Sixth Form and, from September 2023 co-education will begin from Year 7.

The School was founded in 1646 by Richard Aldworth, a Master of The Skinners' Company, and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital. In 1947, Reading Blue Coat School moved to the magnificent estate of Holme Park in the Berkshire village of Sonning, where it remains today.

The ethos of the School derives from its Christian foundation and traditions, fostering care and concern within the community and enabling all pupils to develop their full potential. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical, and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and co-curricular activities that combine to meet these objectives.

The School employs more than 170 salaried staff, of whom about 50% are academic. Reflecting the character of our co-educational sixth form, nearly half of our academic staff are female.

## FACILITIES

Reading Blue Coat is located four miles from the centre of Reading, in the Thames-side village of Sonning. It is also three miles from Twyford, which will be located on Crossrail, with fast train service across London. Set in 46 acres of land for pupils to enjoy, the facilities are very well maintained, and the School continues to invest in the site to add to an impressive infrastructure of buildings.

Planning permission has been obtained for a new Performing Arts Centre.

## ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics in Year 7, in Languages in Year 8, and Science in Year 9. Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest. In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies (full course) in Year 10.



In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), and a weekly schedule of visiting speakers. Reading Blue Coat always seeks to stretch and challenge pupils and the School's Learning Support Department ensures that pupils with specific learning needs are supported effectively. The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment.

2021 academic results were impressive; the A Level results were amongst Blue Coat's best with 88.9% achieving A\*- B and at GCSE 84.4 % gaining A\*- A (i.e., Grades 9 to 7).

The majority of Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year 80% of our students attain places at their first choice university, whilst others are successful in securing future learning opportunities in their chosen career.

## PASTORAL

Pastoral care, focused on the individual, is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system, within the framework of the house system. In September 2021, we increased our houses from four to six: Aldworth, Hall, Malthus, Rich, Norwood and West.

All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and for personally overseeing the development of their character and intellectual curiosity. At the heart of the School are the values of aspiration, courage, compassion, integrity and service and all activities seek to re-enforce these. The House system enables pupils to take part in activities that foster the development of these ideals through a variety of opportunities that include drama, music, public speaking and sport.

## DRAMA, MUSIC & THE ARTS

Reading Blue Coat has a reputation for drama and musical performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at the School are music, drama, public speaking, and art. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School, all boys are auditioned for the choir and many learn a musical instrument. The School Musical is one of the highlights of the cultural calendar and there are further opportunities to perform on stage in the Lower School Play. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, and exhibitions that take place throughout the year.

## SPORT

Reading Blue Coat has an enviable reputation, both locally and nationally, for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential whilst embodying the principles of Respect, Belief, Commitment and Sportsmanship (team RBCS). Sports are coached to a very high level while providing for, and encouraging those, for whom participation rather than excellence is important.

The core sports are athletics, cricket, football, netball, hockey, rowing, and rugby. The School competes with great success at local, regional, and even national level. We have recent national competition winners in rowing and cross country running, and cricketers, netballers and rugby players who have been selected to international age group teams and gone on to play professionally. Other sports on offer include cross country, golf, tennis, swimming, and touch rugby.





Further information is available on the School's website at [www.rbc.org.uk](http://www.rbc.org.uk)

**SEE ALSO THE GOOD SCHOOL GUIDE:**  
<https://www.goodschoolsguide.co.uk/schools/102976/reading-blue-coat-school>

**AND MUDDY STILETTOS SCHOOLS REVIEW GUIDE:**  
<https://berkshire.muddystilettos.co.uk/kids/school-reviews/reading-blue-coat-sonning/>

**ACTIVITIES**

The activities programme is designed to enable pupils to develop practical and social skills such as communication, leadership, and teamwork. Reading Blue Coat offers a number of exciting options from which pupils can choose for their weekly activities session, including Adventure Education, Combined Cadet Force (Army, Navy, RAF), Duke of Edinburgh Award Scheme, Lego Robotics, Model United Nations, Young Enterprise.

**COMMUNITY**

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by Richard Aldworth who founded the School in 1646.

In recent years the School has greatly enhanced its links with the wider community under what is now called the Aldworth Partnership, an umbrella term for all that might traditionally be considered 'public benefit'. One example is the Primary Schools Placement programme which gives pupils the opportunity to assist with tuition in English, Maths and Modern Foreign Languages in local primary schools. Pupils also help in residential care homes and assist in local charity shops, while an environmental group undertakes projects in and around Sonning.

Internationally, Reading Blue Coat has a partnership with Ankwanda School in Ghana, which our pupils visit biennially and have helped to build several buildings. We also have a strong relationship with the charity Brass for Africa, and our pupils support their work amongst disadvantaged children and young people in Uganda through music. As the Aldworth Partnership continues to grow, the long-term aim is that all Blue Coat pupils have the opportunity to be involved in transformative service projects in the local and wider community at some point in their school career.



The Languages Department at Reading Blue Coat offers students a stimulating and inspiring environment in which to learn languages. In Year 7 we do a carousel, in which all students do an eight week beginners' course in French, German and Spanish. In Year 8, they will choose one main modern language and have the opportunity to do a second. This is also true for Year 9 after which the students will choose whether to do one or two languages at GCSE.

The department offers Sixth Form students the chance to study French, German or Spanish at A Level or at AS enrichment level. We are keen to give students an experience of the country whose language they are studying, so students have the opportunity to visit a country in the junior school and in the Sixth Form. Students of French have the opportunity to go on a study tour to Geneva in Year 9, whilst Sixth Formers go to Lille. In Year 8 students of Spanish are offered the chance to go to Barcelona, whilst Sixth Formers go on a study tour to Madrid. Year 9 and 10 German students are offered the chance to go to Munich, whilst Sixth Form students go to Berlin.

There are currently seven full time members of the department and two part time members, who also work in other departments. There is a Head of German who is also Head of Modern Languages, as well as a Head of French and Head of Spanish. There is also a Language Assistant available in all three languages.

All students in Year 7 receive four lessons a week of 35 minutes in the language they are studying as part of the carousel. In Year 8 they have three lessons a week in their main language and two in their second language, whilst in Year 9 they continue to have three in their main language but in their second language they now have four. In the junior school the main emphasis is on speaking and enjoyment, so that the students feel motivated and keen to speak the languages. As part of their language learning, students also learn basic grammar and there are regular vocabulary tests and termly assessments, to assess progress. We also make good use of modern technology, particularly smart boards, to give more variety to language learning, as well as subscribing to several websites, including Language Nut, Quizlet and Linguascope.

In Year 10 and 11 students receive four lessons a week and are more focused on their preparation for the Edexcel IGCSE, which they sit at the end of Year 11. This involves students having to write and speak with a certain level of independence and spontaneity, which is what we try to encourage during the lessons. We encourage students to speak in whole sentences as soon as possible and make good use of Conti methods, which focus on sentence builders rather than just learning individual items of vocab. GCSE results have been very successful over recent years. The majority of students get a Level 4 or above, whilst over 70% generally get level 6 or above in all three languages.

At A and AS Level, students are taught in much smaller groups and are prepared for the AQA exam. This involves the teaching of a number of social and cultural topics, all of which are linked to the country. In addition they are taught a film and a book. At A Level students have to prepare a research project, which they have to discuss in the oral exam. Language students are generally very motivated and are keen to attend their extra lesson with the Language Assistant. Many go on to university to study languages. We also encourage them to go into primary school to run language clubs for younger students. Grades are very good at A Level. In the last year we sat exams 100% of students in French and German gained A\*- B and 100% of Spanish students gained C grade and above.

The department is comprised of seven classrooms and an office in the Richard Aldworth Building. Full time teachers have their own classroom with a projector and computer docking station, allowing access to the School's network. In addition to this, the department has a comprehensive stock of texts and audio visual resources. The School has a spacious Library, situated in School House, the oldest building on the school site. We also have books in the department and encourage students, particularly Sixth Formers, to do independent reading as part of their language learning.



For an informal telephone conversation about the role, contact Mrs Sally Head, Head of Modern Languages on 0118 44 1005 or email [sah@rbcs.org.uk](mailto:sah@rbcs.org.uk)

**LINE MANAGER**

Head of Modern Foreign Languages

**DEPARTMENT**

Modern Languages

**CONTRACT**

Permanent contract. Part time, term time only. Ideally commencing 31 August 2022 or as soon as possible thereafter.

**SALARY**

circa. £15-20 per hour (negotiable) for 18 teaching periods per week. Each teaching period is of 35 minutes duration. Additional periods may be required dependent upon student needs.

Salary is paid monthly by bank transfer on the 25th of the month, or next working day thereafter, throughout the year.

*This job description is not exhaustive. Other duties, within the scope of the post, as requested by the Headmaster, Bursar or members of the Senior Leadership Team will be undertaken as required.*

**MAIN PURPOSE OF THE POST**

The primary role is to support the German language teaching at Sixth Form, Year 11 and Year 9 level. This includes pronunciation, general conversation, aspects of the target language culture, reinforcement of topics seen in class and preparation for oral exams.

**MAIN RESPONSIBILITIES**

1. Prepare and conduct oral sessions with Sixth Form students (maximum of two to three students at any time) on a weekly basis, providing own materials as a basis for these discussions.
2. Prepare and conduct oral lessons in small groups with Year 11 students, based on topics covered in class.
3. Provide individual support to less able students who have dropped down to one language and so have time allocated for extra language lessons. This will usually involve reinforcing material covered in the past, for which a work book is provided.
4. Assist new Year 9 students, who have arrived with no German language skills, to learn the basics.
5. Assist with cultural events or outings organised by the Department in order to contribute to the promotion of Modern Languages in the School.
6. Liaise with teachers in charge of oral examinations and check if any specific work needs to be carried out in preparation for examinations.

**Additional Duties:**

- The postholder is responsible for promoting and safeguarding the welfare of pupils at the School.
- The postholder is responsible for using technical and operational knowledge to ensure a safe environment.





## GERMAN LANGUAGE ASSISTANT

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Essential Knowledge, Skills and Attributes	Essential	Desirable
German speaker (native speaker level)	✓	
Good command of English language (verbal and written)	✓	
Previous experience of teaching or tutoring in German language	✓	
Working knowledge of the curriculum	✓	
Good attention to detail	✓	
Ability to stay calm under pressure	✓	
Excellent reliability, punctuality and flexibility	✓	
Personable and friendly	✓	
Ability to work independently and also as part of a team	✓	
Good working knowledge of Microsoft Office	✓	
Promote equality and enable the educational and social inclusion for all participants	✓	
Commitment to the ethos and values of the School	✓	
Desirable Qualifications	Essential	Desirable
Educated to Degree level or equivalent	✓	

**Closing date for applications: 09:00 on Monday 23 May 2022**

**Interviews will take place week commencing 6 June 2022**

Applications may be submitted by CV or School employment Application Form, which can be downloaded from our website "Vacancies" page [www.rbcs.org.uk/vacancies/](http://www.rbcs.org.uk/vacancies/)

This should be submitted with your letter of application, by email to [recruitment@rbcs.org.uk](mailto:recruitment@rbcs.org.uk)  
If you choose not to submit a completed application form when you apply, you will be required to complete one if invited to attend an interview.

Contact for questions about the application process should be addressed to Miss Sue Douglas, HR Advisor, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU. Email [sad@rbcs.org.uk](mailto:sad@rbcs.org.uk)



**PLACE OF WORK**

Reading Blue Coat School, Holme Park, Sonning Lane, Sonning on Thames, Berkshire, RG4 6SU.



**MEALS**

Lunch and refreshments are provided free by the School.



**SPORTS FACILITIES**

Free membership of the School Sports Centre with access to fully equipped gym and swimming pool.



**EMPLOYEE ASSISTANCE PROGRAMME**

Confidential independent support service available to staff when you most need it.



**WORKING HOURS**

Approximately 9 hours per week over 3 days. Working hours and days to be agreed at the start of each term as determined by the teaching timetable, requiring candidates to be flexible with their availability. The school teaching day is 8:30am to 4:20pm.



**PARKING**

Free Car parking is available on site.



**LEAVE ENTITLEMENT**

A paid holiday entitlement of 6.6 weeks per annum applies to full time, all year round staff, which is pro rata for this post of 5.1 weeks actual paid (i.e. pro rata to weeks worked in the year and to contracted period of service in year of commencement/leaving), and inclusive of public and bank holidays on a pro rata basis. Holiday year runs from 1 September to 31 August annually. Holiday cannot be taken during term time.



**CYCLE SCHEME**

Tax-free Cycle to Work Scheme is offered by salary sacrifice.



**PROFESSIONAL DEVELOPMENT**

Strong commitment to support professional development with a dedicated people development budget.



**PENSION**

Membership of the RBCS Group Personal Pension Scheme (employee contribution of 5% of salary and employer contribution is 8% of salary).



**CAR SCHEME**

Leased cars scheme offered by salary sacrifice affording large savings.



**THE BLUE COAT BENEFIT HUB**

Through the Blue Coat Benefit Hub you can access discounts, rewards, and perks on thousands of the brands that you love to shop with including travel, motoring, electronics, clothing, education, entertainment, restaurants, health and wellness, beauty and spa, insurance, sports and outdoors.

**DISCOUNTS**

Reduction in RBCS school fees for employees' children school fees offered after six months service:  
50% reduction for all full time staff, pro-rated for part time staff. Fees (from 1 September 2022) are £6,305 per term.

**MEET THE STAFF**

All staff, both teaching and support, form part of a qualified and experienced team, which functions at its best in being mutually supportive in a common goal: to provide the best possible education for all Blue Coat pupils.

Relationships between staff and pupils at Blue Coat are often remarked upon by visitors and parents for being warm, relaxed and mutually respectful.

Click on the link to find out more about some of our staff. Can you see yourself as part of the Blue Coat team?

[www.rbc.org.uk/the-school/meet-the-staff/](http://www.rbc.org.uk/the-school/meet-the-staff/)



**GETTING HERE**

**BY CAR**

We are located in the village of Sonning-on-Thames, just off the A4, between Reading and Twyford.

We are about 15 minutes' drive from Junction 10 of the M4 motorway. From there, take the Reading / Bracknell turnoff at Junction 10 on to the A329M to Reading. At the roundabout by the flyover take the third exit (A4) towards Maidenhead. Follow the dual carriageway over the next roundabout and up the hill. Over the railway bridge, turn left into Sonning Lane. The School is about 1/2 mile on the left.

**BY BUS**

The School and village of Sonning is served by local bus services 128 and 129 (operated by Courtney) from Reading to Wokingham.

Also by service 850 (operated by Arriva Bus) from High Wycombe, Marlow,

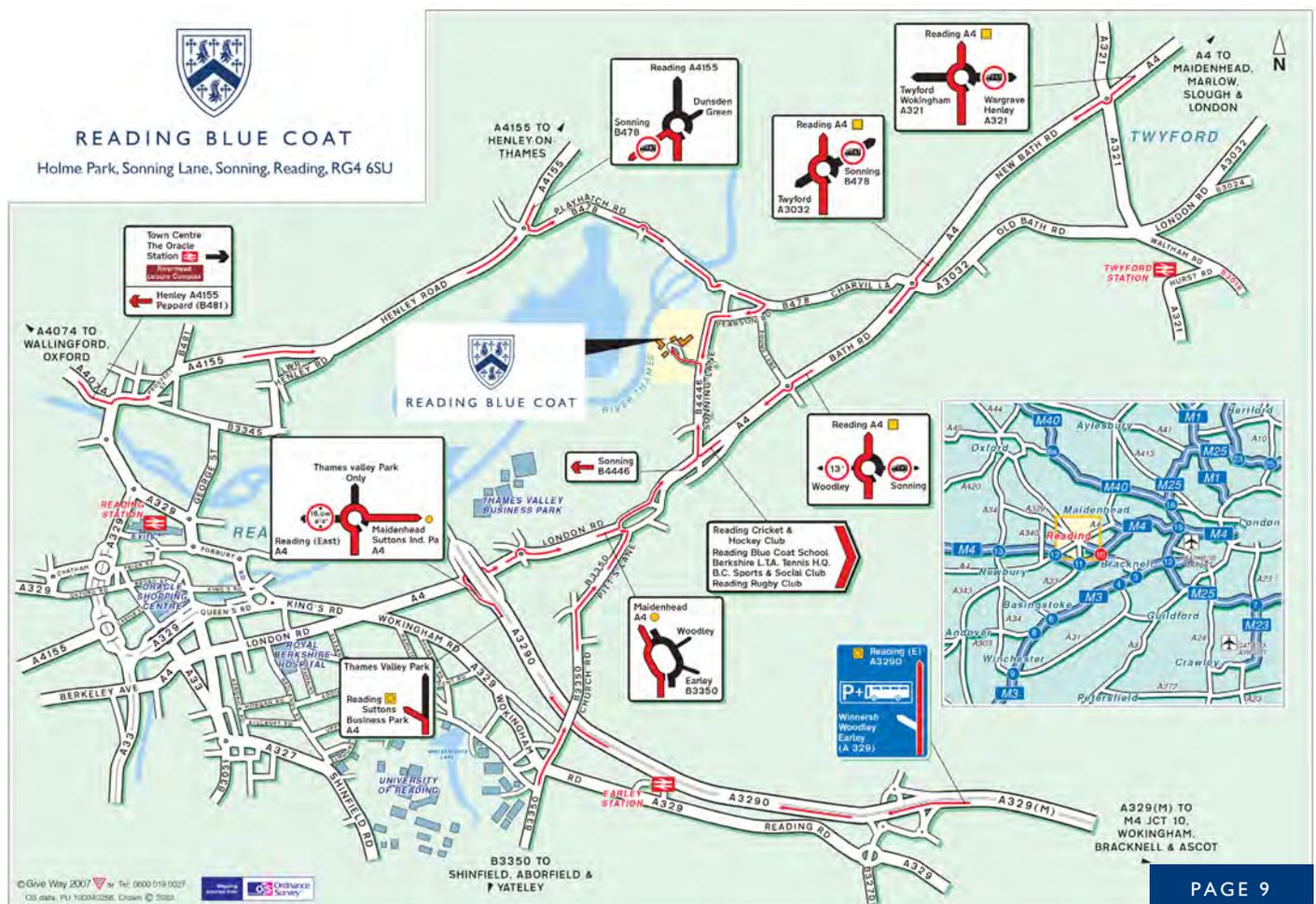
Henley, Twyford to Reading. Alight at the junction of Sonning Lane and Bath Road, from where it is a short walk.

**BY TRAIN**

Our nearest rail links are at Reading central station (mainline to London, Wales and the West), which is about 5 miles from the School (about 15 minutes by taxi).

We are also served by local stations at Twyford, which is about 3 miles away (about 10 minutes by taxi), and at Earley, which is about 4 miles away (about 15 minutes by taxi).

 For information, call Reception: 0118 944 1005



# ONE READING BLUE COAT

our community



Holme Park, Sonning Lane, Sonning-on-Thames, Berkshire RG4 6SU

Tel: 0118 944 1005 [rbc.org.uk](http://rbc.org.uk)