



St Leonards  
St Andrews

# Language Assistant - German

INFORMATION PACK



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# DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 600 pupils from Year 1 to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is Ad Vitam ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022, and most recently was named Independent School of the Year 2024 for Academic Performance (A Level/IB)

The average IB Diploma points score in 2023 was 35, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A\*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, Ad Vitam



## Language Assistant German

<b>Responsible to:</b>	Head of Languages B
<b>Responsible for:</b>	N/A
<b>Salary:</b>	£13.64 per hour
<b>Hours of work:</b>	Term time only, Part time, 12 hours, Monday to Friday between 8.30am and 4.15pm depending on timetable
	Fixed Term until 27 June 2025

### Job Overview

The post-holder is expected to uphold and actively promote the ethos of St Leonards School. The role of Language Assistant is to provide high quality tuition to ensure that the School meets its academic objectives and to work closely with academic staff in the Modern Languages department.

### Job Purpose

- Demonstrate a sound knowledge of and practical skills in German to effectively stimulate and challenge pupils
- Converse with pupils fluently in German to facilitate language development and encourage confidence.
- Be able to motivate and sustain the interest of all pupils in a class.
- Question pupils effectively, and respond to their questions and support their contribution to discussions.
- Encourage pupils to take initiatives in, and become responsible for, their own learning.
- Appreciate the effectiveness of ICT in learning and teaching.
- Work co-operatively with other professionals and adults in the School.
- Set an example to pupils in conduct and appearance.
- Be aware of the School's expectations of pupil behaviour, seeking advice and support from the academic staff when required.
- Demonstrate a sound knowledge and comply with Health and Safety guidelines and procedures.
- Demonstrate an understanding of and adhere to the guidelines of the St Leonards School Child Protection Policy and GTCS Code of Professionalism and Conduct.

# PERSON SPECIFICATION

## Education, Training and Qualifications

### Essential

- Educated to diploma/degree level.

## Experience & Knowledge

### Essential

- Experience in the use of ICT in a learning environment

### Desirable

- Knowledge of the IB Curriculum

## Competencies / Personal Attributes

### Essential

- Fluency in German
- Enthusiasm to inspire in students a desire to learn and participate

### Desirable

- Fluency in other languages

## Other

### Essential

- Ability to work as part of a team
- Ability to work calmly under pressure
- Sensitive to the needs of others and supportive when required
- Professional manner and appearance



# APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

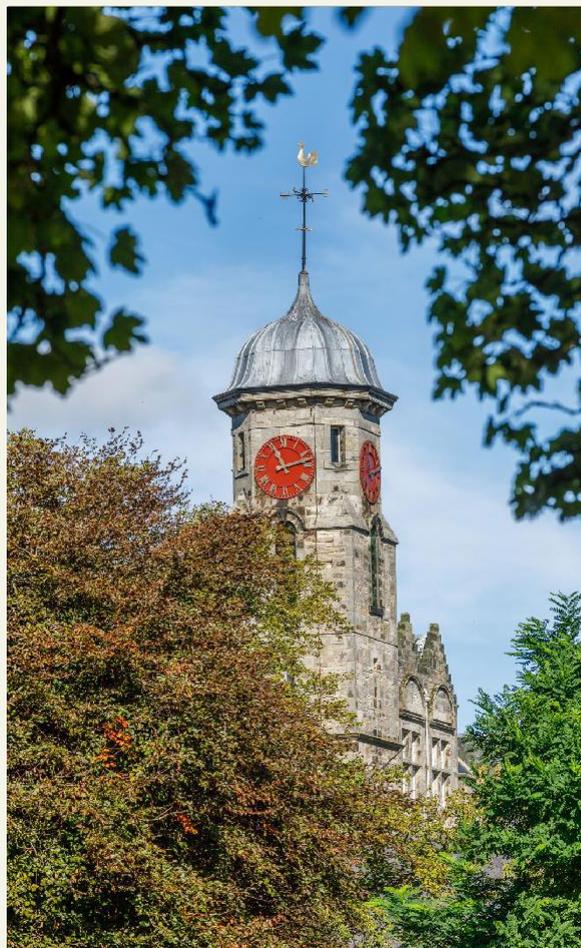
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to a Criminal Record Check, PVG (Disclosure Scotland) membership and two satisfactory references, one of which must be the current employer.

**Applications should be made via our School Talent/Teacheroo portal - link found [here](#)**

**Closing time and date for applications is Noon on Friday 25 October 2024.**

**Early applications are encouraged as St Leonards reserves the right to interview and close the post early.**

Any questions may be directed to People & Development at recruitment [@stleonards-fife.org](mailto:@stleonards-fife.org) in the first instance. Interviews will be held shortly after the closing date.





# St Leonards

St Andrews

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