



St Leonards
St Andrews

Tutors of Native Languages

INFORMATION PACK



Contents

1. Overall Purpose and Responsibilities
2. The Role: Language Tutors
3. Discover St Leonards - the School and Ethos
4. The Person Specification
5. The Application Process



Tutors of Native Languages

Responsible to: Head of Languages

Responsible for: N/A

Salary: Competitive hourly rate

Hours of work: Dutch - 3 hours per week till the end of April 2027 for Dutch. 7 hours per week for French, and 3-5 hours per week for Japanese. (1-2 year fixed term for French, and Japanese) Term time only.

Job Purpose

We are looking for a well-qualified and inspirational Tutor of Dutch to join the well-established, collaborative and highly supportive Languages department. You will have the opportunity to teach Dutch A Literature to native speakers in the IB Diploma Programme.

A clear love of the Dutch literature, and a desire to share this enthusiasm with pupils is essential, promoting learning of the very highest standards. Applicants must be completely fluent in Dutch at native speaker level and educated to degree level or equivalent.

While we are currently looking for a Tutor of **Dutch**, we are also keen to hear from suitably qualified tutors who can teach **Japanese, French** or other languages that may be required to support our pupils. .

Job Description

Approaches to teaching, learning and assessment:

- Employ a range of teaching and assessment strategies and resources to lead dynamic and engaging lessons with a clear focus on pupil progress.
- Set expectations and pace of work which make appropriate demands on all pupils and ensure that all pupils are effectively challenged.
- Be reflective in practice, show an engagement with current educational thinking, and proactively seek opportunities for professional development.
- Identify and respond appropriately to pupils with difficulties in learning and recognise when to seek further advice in relation to their specific educational needs.
- Respond appropriately to cultural, gender, linguistic, religious and social differences, and to disabilities among pupils.
- Encourage pupils to take initiatives in, and become responsible for, their own learning.
- Assess pupil attainment in line with the School's policy and against national standards where assessment leads to certification.
- Monitor, assess, record and report on aptitudes, needs and progress of individual pupils.
- Provide pupils with constructive oral and written feedback on their progress on a regular basis.
- Use the results of assessments to evaluate and improve teaching and standards of attainment

JOB DESCRIPTION

Curriculum Content

- Demonstrate a sound knowledge of Literature curricula - specific IB training will be given.
- Appreciate the effectiveness of ICT in learning and teaching.
- Contribute to the personal and social education of pupils within the School.
- Plan and prepare coherent teaching programmes and lessons, including homework, which ensure continuity and progression in pupils' learning.
- Demonstrate knowledge of the learning process, curriculum issues and child development.
- Demonstrate a sound knowledge and comply with Health and Safety guidelines and procedures.

Classroom Organisation and Management

- Organise classes and lessons to ensure that all pupils are productively employed when working individually, in groups or as a class.
- Create and maintain a stimulating, purposeful, orderly and safe learning environment for all pupils.
- Manage pupil behaviour fairly, sensitively and consistently by the use of appropriate rewards and sanctions and know when it is necessary to seek advice.
- Demonstrate a knowledge of, and contribute to, strategies to prevent bullying.
- Evaluate and justify actions when managing pupil behaviour.

National and School Standards

- Demonstrate knowledge of and uphold and support all of the School's policies and the School's Development Plans.
- Demonstrate a working knowledge of contractual, pastoral and legal responsibilities.
- Contribute to the ethos of the School, for example, by promoting positive relationships among staff, parents and children.
- Report to parents about pupil progress and discuss matters related to their personal and social development in a sensitive and constructive way.
- Demonstrate an understanding of the way roles and responsibilities are shared among staff and how to obtain help from staff within the School, including those with responsibility for the curriculum, guidance, learning support and staff development.
- Demonstrate an understanding of and adhere to the guidelines of the St Leonards School Child Protection Policy and GTCS Code of Professionalism and Conduct.

This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post-holder will participate in other reasonable activities which may be required to meet the needs of the School or for better fulfilment of the role.

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



PERSON SPECIFICATION

Education, Training & Qualifications

Essential

- Educated to degree level in a relevant discipline.

Desirable

- PGCE/PGDE qualification.
- PVG (Disclosure Scotland)
- Evidence of continued professional development.

Experience

Essential

- Experience of teaching Dutch literature (Or French or Japanese)
- Experience in the use of ICT in a classroom with the ability to impart that knowledge to others.

Desirable

- Experience of teaching or knowledge of an IB programme (DP/MYP/PYP)

Skills

Essential

- A fluent speaker of Dutch (Or French or Japanese), as their first language.
- Commitment to learning and raising achievement.
- Ability to create and deliver engaging and effective lessons.
- Enthusiasm to inspire in students a desire to learn and participate.

Interpersonal Skills

Essential

- An approachable, supportive manner.
- Collegial and collaborative with a growth mindset, willing to share expertise and to learn from others.
- Ability to work independently and take responsibility for planning own workload.
- Ability to work calmly under pressure and keep to deadlines.
- Sensitive to the needs of others and supportive when required.
- Professional manner and appearance.



THE 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 Monday 17 August 2026.

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 in the first instance. Interviews will be held shortly after the closing date.





St Leonards

St Andrews

St Leonards School St Andrews, Fife, Scotland KY16 9QJ
Tel : 01334 472126 | registrar@stleonards-fife.org | stleonards-fife.org