

**TEACHER OF**

**ENGLISH**

**APPLICATION PACK**

**TEACHER OF MANDARIN CHINESE**

**MPS/UPS**

**£31,650 - £49,084**

**Part-time hours will be considered and welcomed for the right candidate**

**The school operates a flexible early finish on Fridays**

**To start September 2025**

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**Introduction from the Headteacher**

Thank you for the interest you have shown in the post of Teacher of Mandarin at our school. This is an excellent opportunity to join our dynamic Modern Foreign Languages team.

Pudsey Grammar School is a heavily oversubscribed mixed comprehensive secondary school located in the heart of the market town of Pudsey. Situated between Leeds and Bradford, the town has always valued its independence from its two larger neighbours. The school has a long and proud history stretching back to 1905. The school has 1350 students with a thriving and expanding Sixth Form of over 250 students, all taught in a state-of-the-art building. The innovative and unique style of the building creates a calm atmosphere very different to many secondary schools.

I was appointed in 2014 and since then we have received a letter from Amanda Spielman (HMCI Ofsted) which stated we ‘have transformed all aspects of the school.’ This assertion was further underlined in 2018 when the increase in our exam results resulted in the school being the most improved school in Leeds and one of the most improved in the country (we were delighted to follow these achievements up with our best ever GCSE exam results in 2019 which were above the national average). The pattern of improvement continued in 2020 with our Year 11 students achieving grades which were outstanding. The school had a highly successful Ofsted inspection in April 2019 and was judged as good in all areas, including our Sixth Form. The school underwent an ungraded inspection in April 2024 which saw, for the first time in the school’s history, a second successive Ofsted judgement of being a good school. This is testament to the consistently high quality of education which the school provides for all of our students and is one of the reasons why we remain one of the most popular schools across the city of Leeds with over 900 applications received for 215 Year 7 places for September 2024.

In 2022, the school was selected to be a national Behaviour Hub school. This was a Department for Education programme led by the Governments’ School Behaviour Advisor, Tom Bennett, which identifies schools who have ‘an exemplary behaviour culture’. We were one of only 20 secondary schools out of 4000 who have achieved this prestigious accolade, and we worked with other schools across the north of England to improve their behaviour cultures.

We have a comprehensive House system which runs across all year groups with over 30 diverse competitions across the year for students and one each half term for staff too. House assemblies take place once every three weeks lead by our eight House Leaders. At the end of each academic year, the winning House is awarded our 80-year-old Victor Ludorum Cup.

We are aiming to be a centre of excellence and every indicator; we are on track to achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy.

The following quotes are taken from the latest Ofsted report:

* *The school is welcoming, and pupils respect the differences in other people.*
* *Safeguarding is very well led, and pupils feel safe*
* *Pupils get on very well with each other*
* *Teachers have strong subject knowledge*
* *Pupils behave well in lessons and the vast majority focus on their work*
* *The school has developed an ambitious curriculum for pupils*
* *Staff have high expectations of all pupils. The vast majority of pupils rise to these expectations and work hard*
* *Pupils benefit from the curriculum and are well prepared for their next steps*
* *The House system plays a central role in the school and provides a sense of belonging. Pupils who earn House ties for their dedication to House competitions wear them with pride*
* *If bullying happens, pupils are confident that staff will deal with it quickly*

The school has a long tradition in the town, being established as Pudsey Grammar School in 1905. Although the school is taught in a state-of-the-art building, our core values of respect, resilience, integrity, compassion and ambition are highly traditional and are based on the goal of ensuring that every student reaches their true potential.

Our school is not just about the student’s gaining knowledge and qualifications, although these are extremely important. We believe in teaching young people core values of decency, social skills and how to be a good citizen in an ever-changing world. We want their character to develop and grow, and for them to leave us with an inquiring and independent mind. We want our students to gain the best qualifications they are capable of whilst experiencing a range of opportunities which are second to none. As a result, the school is extremely popular with our community and is significantly over-subscribed every year.

Our Sixth Form, which is rated as good by Ofsted, has grown rapidly in recent years following significant investment and we now have over 250 Post-16 students studying at Pudsey Grammar. We have a strong tradition of ensuring students access the best universities, including Oxford and Cambridge.

Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong, and this underpins the ethos of the school. We pride ourselves in the care and support that we give our staff and, as a result, there is a real team spirit in the school where people enjoy being part of our school community. Teaching and learning is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for

the students are excellent. We are currently redesigning our curriculum to ensure that the education we offer is second to none.

We offer fantastic support and professional development to staff, which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students on a daily basis.

The school is a Foundation Trust school, and our partners include global companies such as ASDA and HSBC bank, alongside leading local business and training provider, Appris. These high-quality links allow our school to offer excellent careers

opportunities to students across the ability range. As a result, the school has 0% NEETs at Year 11.

We are currently part of The Leeds Teaching School Hub, which is providing outstanding opportunities and CPD for all of our staff. Subject Leaders attend their Collaborative Learning Groups, which allows them to network and share best practice. This is further disseminated through the school via regular Department meetings and weekly Teaching & Learning briefings.

This clearly is an exciting time to join our school.

If you have a desire to be part of one of the most exciting and rewarding schools to work in, which will also provide you with excellent development opportunities, please complete the application form. Any further details can be obtained directly from the school’s HR Team: [recruitment@pudseygrammar.co.uk](mailto:recruitment@pudseygrammar.co.uk)) or our website [www.pudseygrammar.co.uk](http://www.pudseygrangefield.co.uk)

**Mark McKelvie**

**Headteacher**

**Pudsey Grammar School**

**Departmental Information**

The MFL department

The Modern Languages team at Pudsey Grammar School comprises of four members of staff. When students begin in Year 7, they are allocated either French or Spanish and this is taught in mixed ability groupings throughout their time in KS3. Mandarin is currently offered to a small cohort of students each year and we are a member of the Mandarin Excellence Programme by IOE, the DfE and The British Council.

In Year 9, students make their choices for KS4 study and can choose between French, Spanish or Mandarin. Some students study two languages, and the school is actively promoting the English Baccalaureate. In Year 9, students of Mandarin also have the opportunity to take part in a two-week intensive study visit to China and those in Year 10 are able to sit the HSK 3 external examination.

Spanish and French are currently offered at post-16 level as A Level qualifications.

Within the department, trips are seen as an integral part of the language learning process. Visits abroad have been organised to Boulogne, France for Year 7 pupils and Normandy for Year 8 students. It is expected that successful applicants will be keen to embrace this extra-curricular element.

**Details of advert**

**Job Role: Permanent - Teacher of Mandarin Chinese**

**Grade: MPS/UPS**

**Salary: £31,650 - £49,084 FTE**

**Start date: September 2025**

**Part-time hours will be considered and welcomed for the right candidate**

***The school operates a flexible early finish on Fridays.***

We are looking for an exceptional and highly motivated teacher to join our talented and forward-thinking MFL department where you will be supported and developed to ensure that you deliver inspirational and innovative teaching on a daily basis. The team works collaboratively to share good practice and to improve teaching and learning across the department.

The successful candidate would be joining a very enthusiastic, motivated and dedicated team where student progress is the focal point. We are particularly interested in candidates who have the ambition and aspiration to develop a future career pathway into middle and senior leadership roles.

Pudsey Grammar School has an excellent reputation in the local community, being the second most oversubscribed school in Leeds.

We are looking for an outstanding candidate who would be keen to:

* Teach across Key Stage 3, 4 and 5
* Work with the department to develop and promote extra-curricular activities and trips that enhance the curriculum
* Contribute to and continue to develop our well-established and successful schemes of work across all key stages
* Work cohesively within a department that is committed to developing new ways of teaching and learning that focus on student needs
* Promote and safeguard the welfare of children and young people in accordance with our Safeguarding and Child Protection policies.
* A commitment to:
  + Working in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, prevent and our safeguarding and child protection policies)
  + Working with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary
  + Promoting the safeguarding of all students in the school

**Why work at Pudsey Grammar School?**

* Being part of a rapidly improving school
* Work for an organisation which has staff wellbeing as its core
* Embrace the opportunity to play a key part in the continuing transformation of the school
* Be part of a dynamic and enthusiastic team of staff who are ensuring our students are successful in every way
* Work alongside hub-schools in the Yorkshire and Humber region and University College London, with access to high quality Teaching and Learning training, networking events, CPD and national teacher meetings held annually in London.
* Belong to a supportive organisation which prides itself on high standards for staff and students
* Work in an award-winning state-of-the-art building

**This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted.  This includes only information publicly available on-line.**

**We promote diversity and want a workforce that reflects the population of Leeds.**

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

**Application Process**

Should you wish to apply for this position, please send the following to [recruitment@pudseygrammar.co.uk](mailto:recruitment@pudseygrammar.co.uk).

* A completed application form. Applications should be made electronically in Word or PDF format
* **Please be aware that we do not accept Curriculum Vitaes**
* In support of your application, you may include a covering letter. This should be in addition to the completed application form.
* Application form and full job description can be found on the school website:
* https://www.pudseygrammar.co.uk/

**Closing date for application Wednesday 23rd April 2025 at 8.00 am**

**Successful candidates will be contacted directly with details of the interview.**

**Interview date: TBC 2025**

**Job Description – Teacher of Mandarin Chinese**

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| **Job Description** |  |
| Post Purpose: | * To facilitate and encourage learning which enables students to make progress and achieve high standards; to share and support the corporate responsibility for the well-being, education and positive behaviour of all students. * To contribute to the positive ethos of the school. * To be responsible for the health and safety of themselves and those around them. * To implement the school’s policies and procedures. * To work as part of curriculum and coaching teams to affect the school’s mission statement, ensure a strong commitment to Every Child Matters, as well as provide effective high-quality teaching and learning. |
|  |  |
| Reporting to: | Head of Department |
|  |  |
| Working time: | Full time (Permanent) – From September 2025  **Part-time hours will be considered and welcomed for the right candidate**  School operates an early finish on a Friday |
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| Salary/Grade: | MPS/UPS £31,650 - £49,084 FTE |
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| Main (Core) Duties: | |
|  |  |
| Teaching & Leading Student Learning | * To develop the provision and status of Mandarin Chinese learning within the school * To deliver Mandarin Chinese to a selected Year 7 cohort of students to enable all to make rapid and sustained progress. * To support the MFL department with ongoing curriculum development. * To liaise regularly with closest MEP hub-school. * To become fully involved in enrichment activities linked not only to Mandarin but to other languages offered within the MFL department. * Ensure effective learning of whole classes, groups and individuals so that teaching and learning objectives are met, momentum and challenge are maintained, and students’ learning targets are achieved or exceeded. * Utilise teaching methods and learning styles which engage students, including stimulating intellectual curiosity, effective questioning and discussion, clear presentation and good use of resources. * Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and learning experiences and through positive and productive relationships. Lead this process in accordance with school policies and procedures. * Gather regular feedback from students regarding their views on the subject content, teaching and learning styles employed, and their progress in the subject. |
|  |  |
| Planning and Setting Expectations/Student Achievement | * Identify clear learning objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught. * Set appropriate and demanding expectations for students’ learning and motivation. Set clear targets for students' learning, building on prior attainment. * Plan appropriate learning programmes for students who have special educational needs and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs). |
|  |  |
| Assessment and Evaluation | * Assess how well learning objectives have been achieved and use this assessment for future teaching. * Mark and monitor students’ class and homework providing constructive oral and written feedback, in line with the school’s Marking Policy. * Where applicable, understand the demands expected of students in relation to the National Curriculum, KS4 and post-16 courses. |
|  |  |
| Relationships with Parents/Carers and the Wider community | * Prepare and present informative reports to parents. * Provide opportunities to develop students' understanding by relating their learning to real and work-related examples, recognising that learning also takes place outside the school context. * Liaise with agencies responsible for students' welfare. |
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| Working and Colleague Relationships | * To establish effective working relationships with professional colleagues including, where applicable, support staff. |
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| Manage Own Performance and Development | * Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach. * Share corporate responsibility the implementation of school policies and practices. * Provide a role model to all students they encounter, in their presentation and their personal conduct. * Evaluate their own teaching critically and use this to improve their effectiveness. |
|  |  |
| Safeguarding | To work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, prevent and our safeguarding and child protection policies)  To work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.  To promote the safeguarding of all students in the school. |
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| Physical conditions | The post is based at Pudsey Grammar School.  The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request.  This post is subject to an enhanced Disclose and Barring Service check. |
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| Prospects | Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder. |
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| Training | The school encourages training both “in-house” and external to meet the needs of the individual and of the Service. |
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| Any Special Conditions of Service: No smoking policy | |
|  | |
| This job description is to assist staff joining Pudsey Grammar School to understand and appreciate the work content of their post and the role they are to play in the organisation.  Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.  Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.  All new appointments of support staff are made subject to the satisfactory completion of a six-month probationary period. | |
|  | |
| **Statement:**  **This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted.  This includes only information publicly available on-line. The employee may be subject to rechecking as required from time to time.**  **All appointments are subject to satisfactory references.**  Pudsey Grammar School is an equal opportunities employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the school’s services.  We promote diversity and want a workforce which reflects the population of Leeds.  Dated: April 2025 | |

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers’ Pay and Conditions Document, sections 48 to 50. The post holder will be expected to undertake duties in line with the new Professional Standards for Teachers (2008) and uphold the professional code of the General Teaching Council for England.

**Person Specification – Teacher of Mandarin**

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| --- | --- | --- | --- |
| **ATTRIBUTES** | **REQUIREMENTS** | **ESSENTIAL** | **DESIREABLE** |
| Qualifications, Training & Knowledge | * Degree in specialist/relevant subject area. * Qualified Teacher Status. * Good knowledge of current educational developments, especially in specialist/relevant subject area. * Good knowledge of the requirements of the Leeds Locally Agreed Syllabus. * Knowledge of strategies for raising attainment; | **\***  **\***  **\***  **\***  **\*** |  |
| Experience | * Teaching experience of secondary school (in specialist/relevant area). | \* |  |
| Skills | * A good team member. * Flexible and able to use own initiative. * Ability to inspire and motivate students. * Good ICT skills; including editing software * Good written and spoken communication skills. | \*  \*  \*  \*  \* |  |
| Personal Qualities | * Evidence of effective organisational and communication skills. * Evidence of being a successful teacher. * Capable of inspiring students. * Able to form good working relationships with colleagues. * A willingness to become fully involved in the wider life of Pudsey Grammar School. | \*  \*  \*  \*  \* |  |

**Enhanced Disclosure**

Thank you for your interest in this post at Pudsey Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as “spent” under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***

**School Location and Travel Information**

### Pudsey Grammar School

Mount Pleasant Road

Pudsey

Leeds

LS28 7ND

### Tel: 0113 2558277

### [www.pudseygrammar.co.uk](http://www.pudseygrangefield.co.uk)

Instagram/Twitter/Facebook - @PudseyGS

