



# HEREFORD CATHEDRAL SCHOOL

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CANDIDATE INFORMATION  
PART-TIME OR FULL-TIME  
MATERNITY COVER

**TEACHER  
OF MODERN  
FOREIGN LANGUAGES**

01432 363500 | [HEREFORDCS.COM](http://HEREFORDCS.COM)







## MODERN FOREIGN LANGUAGES AT HEREFORD CATHEDRAL SCHOOL

The Modern Foreign Languages Department is one of the largest in the School, with a dynamic team of professionals who are passionate about instilling a love for language learning, both in and outside the classroom. Every pupil has the opportunity to learn French or Spanish from Year 7 and we regularly see our A-Level linguists take MFL at university.

The MFL Department is situated on the top floor of the Zimmerman Building in Church Street, which provides a base for the two Foreign Language Assistants, four full-time and one part-time member of staff. We have three native speakers in the department, which often means we can be heard speaking the target languages when out and around the school – an important way to allow pupils to hear that MFL is not just used in the classroom.

Modern Foreign Languages are core GCSE subject at HCS. All Year 7s will start with Spanish in term one and then switch to French for terms two and three. In Years 8 and 9, pupils have timetabled lessons in both MFLs and are expected to choose one for GCSE. We are fortunate in that every year we have a dual linguist set at GCSE and our A Level uptake remains good. Numbers are strong and growing in the Sixth Form, with classes in both French and Spanish in each of Year 12 and 13, and we often have dual linguists at A-Level as well.

We are three years into our Russian GCSE fast-track programme, which is offered to our keen linguists. Groups of two to five are taken through the GCSE course in two years, starting in Year 11. We also offer Mandarin and Italian clubs for beginners. It is important to the Department that the opportunity to hear, learn and explore other languages is afforded to our pupils.

We run a well-established and well-loved annual languages immersion trip to the beautiful southern French city of Montpellier, for the GCSE and A Level French linguists. The pupils stay in pairs with carefully selected host families and attend between 9 and 12 hours of French lessons at the languages school in the heart of the city. There are cultural trips and excursions as part of the experience. We also offer a lower school trip to Normandy,



where pupils in Years 8 and 9 experience cheese making, typical French markets and the famous beach landings. In Spanish we offer a similar experience with an exams group immersion trip (the city varies each year) and a lower school cultural trip. Previous destinations have included Zaragoza, Madrid and Alicante, as well as flamenco classes and a lesson in how to make a traditional paella.

We are very fortunate to have two Foreign Language Assistants who have been with the department for over five years. They work primarily with the exam groups and have a timetabled 1:1 lesson each week with all the A Level linguists, focusing on their speaking skills. Our two FLAs also run various speaking clubs and revision sessions and are an invaluable part of the fabric of this busy and thriving department.

Every two years we host our popular Languages No Limits careers event, which sees guest speakers presenting to both HCS pupils and pupils from other local schools, about their experience using languages in the workplace. This has proved invaluable in retaining linguists at A Level and in promoting the value and importance of an MFL on a CV.

We regularly run competitions and have taken our pupils to French debates and university workshops, as well as running a week-long programme at the start of the new academic year to coincide with European Day of Languages. The Department recently won the national award for the best original French song for the annual competition run by the Institut Français.

We aim to bring languages alive to the pupils and to ensure that when they leave us, they do so with a cultural understanding of the world around them, with the tolerance and respect needed to embrace other countries and people.







# THE ROLE: TEACHER OF MODERN FOREIGN LANGUAGES (MATERNITY LEAVE) (FRENCH AND SPANISH)

SEPTEMBER 2025

**Location:** Hereford

**Description:** Part-time/Full-time Maternity Cover for 12 months (between 0.4-1.0)

## OPPORTUNITY

Hereford Cathedral School seeks to appoint a dynamic and enthusiastic teacher of MFL (maternity cover) with the ability to teach French to A-Level and, ideally, Spanish to GCSE.

This is a fantastic opportunity to join a thriving department and outstanding organisation. The successful candidate will be highly motivated and fully prepared to undertake the demands of working in one of the UK's leading independent co-educational day and boarding schools.

### We seek someone:

- Who is an outstanding teacher of MFL
- With a passion for languages who understands their importance and is able to inspire and motivate our pupils



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SCHOOL'S YOUTUBE CHANNEL



- Who will interpret data and tracking to ensure that all pupils make necessary progress
- Who is keen to support the MFL trips programme
- Who is willing to provide co-curricular opportunities for pupils to discover language and culture

## OUR OFFER

- Join a highly talented and supportive team and governing body
- Access to our effective Professional Learning programme which includes our vision for Cultures of Thinking
- Enrichment opportunities through our exceptional extra-curricular opportunities
- Competitive salary
- A beautiful place to work in the most idyllic settings
- And finally, the chance to work with outstanding pupils



# J O B   D E S C R I P T I O N : T E A C H E R   O F   M O D E R N F O R E I G N   L A N G U A G E S

**Post title:** Teacher of Modern Foreign Languages  
**Hours/weeks:** Part-time/Full-time (Between 0.4-1.0)

**Salary:** Competitive  
**Start date:** September 2025

**Location:** Herefordshire (based at based at Old Deanery, The Cathedral Close, Hereford)

## R E P O R T I N G   L I N E S

The post holder reports to the Head of Modern Foreign Languages.

## R E S P O N S I B I L I T I E S

- To contribute to the MFL Department and wider school by carrying out the professional duties of a teacher.
- Support enrichment activities to enhance teaching and learning including exchanges, trips and competitions.

### Teaching Responsibilities:

- To teach MFL and deliver an inspiring, challenging and balanced curriculum to students that supports the subject areas, in line with National Teaching Standards.
- To assess, record and report on the development, progress and attainment of pupils.
- To liaise with the Head of Department to ensure a coherent programme of study for pupils.
- To participate in the development of the department and contribute to the departmental and overall School aims and objectives.
- To take part in the School's professional development programme and take responsibility for your own professional development. Actively seeks to reflect on and enhance your own practice.
- To maintain appropriate records and provide relevant and accurate information for information systems to ensure that all records are up-to-date.
- To maintain the Department's strong academic record.
- To participate in the development of ICT within the Department and support the ongoing development of the Digital Strategy

### Pastoral Responsibilities:

- To provide pastoral support to pupils as a form tutor or similar role as required.
- Liaise with medical, academic support and any other professionals as and when necessary.
- Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times.
- To attend year and whole school assemblies.



- To maintain good standards of behaviour amongst students, both when they are on School premises and when they are engaged in authorised School activities elsewhere.

### **Whole School Responsibilities:**

- Undertake whole school duties as outlined annually.
- To support through involvement, the School's co-curricular, extra-curricular and boarding activities.
- To supervise, as required, groups of pupils engaged in private study, and the classes of absent staff
- To attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time.
- To assist in the promotion of the School's reputation and in marketing activities as required.
- To adhere to all the School's policies.

Any other duties which may reasonably be regarded as within the nature of duties and responsibilities of the posts as defined.

### **Administrative Duties:**

- To undertake appropriate administrative duties to support the operational needs of the MFL department or wider school

CONTINUED OVERLEAF

Wilmot House opened in 2019 and provides a wonderful home for our boarders



PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	Degree level qualification  Evidence of involvement in relevant professional development	Masters degree or above  Qualified Teacher Status  Other relevant professional qualifications
<b>Experience and knowledge</b>	Excellent knowledge and understanding of the curriculum and a passion for the subject  Ability to teach GCSE French to A-Level and Spanish to Key Stage 4  Knowledge and experience of lesson planning, use of resources and assessment  Understanding of the theory and practice of effective teaching  Successful teaching at secondary/sixth form level  Knowledge of Safeguarding and Child Protection of Young People	Experience of creating a positive learning environment for pupils  Teach Spanish to Key Stage 4  Development of schemes of work  Worked effectively as a form tutor  Teach French or Spanish to Key Stage 5
<b>Skills and abilities</b>	Build and maintain effective relationships through effective interpersonal skills  Strong organisational and administrative skills  Excellent communication skills  Inspire, challenge, motivate and empower others  Able to listen and reflect to seek continuous improvement and promote best practice  Think creatively to anticipate and solve problems  Inclusive approach to education  Ability to manage own time effectively  Values and takes responsibility for own professional development  Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel	Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school  Ability to deliver feedback effectively  Able to contribute to the School's extra-curricular activities programme, eg coach a sports team, CCF, DofE  Experience using Microsoft Teams and OneNote
<b>Aptitude</b>	Naturally demonstrates a 'can do' helpful attitude  Work under pressure, maintaining a sense of perspective and humour  Reliability and integrity  Resilience and tenacity  Commitment, honesty and dedication  Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils  A willingness to develop teaching to KS5 (if not already teaching at this level)	



PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
<b>Circumstances</b>	Ability to work flexibly - some earlier starts, evenings and weekends will be required  A strong commitment to support the School's extra-curricular activities programme	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
<b>Equal Opportunities</b>	Understanding of the requirements of Equality and Diversity	

### Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Headmaster

## HOW TO APPLY

An application form and information pack may be downloaded from the school website: [www.herefordcs.com/job-vacancies](http://www.herefordcs.com/job-vacancies)

**Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to [c.knowles@herefordcs.com](mailto:c.knowles@herefordcs.com)**

The closing date for applications is **10am on Friday 9 May 2025.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.