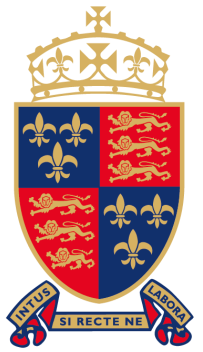


Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

Tutor of Russian (Casual)

From September 2025 or January 2026

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Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.



Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. The School is now ranked amongst the leading co-educational boarding schools in the world, educating around 840 pupils aged 13-18 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 110-acre site on the banks of the River Severn, pupils also have the opportunity to participate in a wide range of sporting, music, drama and co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The School offers only one kind of boarding: full boarding, with nearly 80% of the school roll being full boarders and around 20% holding non-UK passports.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £35m and a staff of 400. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. The fully refurbished Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. A full refurbishment of Rigg's Hall, one of our boys' Houses, completed in 2022, with refurbishment projects of Churchill's and Ingram's Hall finished in December 2023. The building of a fifth girls' House (Queen Elizabeth Hall) was completed and opened in September 2023, along with two new all-weather sports pitches.

Tutor of Russian

Shrewsbury seeks to appoint a Tutor of Russian to provide private tuition to pupils working towards their Edexcel GCSE and A Level Russian qualifications outside the formal timetable. We anticipate that the role requires two hours of small group tuition per week at a mutually agreed time – one hour for GCSE pupils and one hour for A Level pupils.

Modern Foreign Languages (MFL) is a highly successful faculty, with high pupil numbers and a track record of excellent Public Examinations results. Pupils study a range of modern languages in their first year (Year 9) and most choose at least one to take forward for GCSE. Large numbers of pupils go on to take Spanish, French or German in the Sixth Form, including a number of dual linguists. Many of those students then go on to read Modern Languages at university, including at Oxford and Cambridge.

Outside the formal timetable, some pupils choose to take additional MFL qualifications in languages with which they are already familiar. Each year, a number of pupils achieve outstanding results in GCSE and A Level Russian, Chinese and Japanese thanks to the tuition provided by the School.

The MFL Faculty also offers language societies to pupils and there may be an opportunity for the successful candidate to run a Russian Society for interested pupils in Years 9 and 10.

The rate of pay is £36.08 for each 40-minute lesson, which is inclusive of all preparation and marking. Additional responsibilities such as conducting oral exams, writing reports and attending Parent Consultations receive additional remuneration.

Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description

The Tutor of Russian reports to the subject-lead of non-curriculum languages, who is an MFL teacher. They are expected to deliver the subject to pupils completing their GCSE and A Level qualifications (Years 10 – 13) and should help pupils to cultivate confidence, knowledge and understanding in all areas of the subject. The successful candidate will take on the following responsibilities:

Tutoring

- ✿ Plan and deliver excellent lessons to individuals or groups who want to learn the language or prepare to take public exams at either A Level or GCSE. These should engage and inspire pupils of all levels to make outstanding academic progress.
- ✿ Conduct A Level and GCSE Russian oral exams.
- ✿ Adapt the planning and delivery of lessons to ensure that pupils with SEND, EAL and who are 'more able' make good progress.
- ✿ Set high expectations of classroom behaviour and maintain a classroom environment which is safe, stimulating and within which the positive attitudes, values and behaviour expected of pupils are consistently modelled.
- ✿ Continuously evaluate and refine teaching to improve the pupil learning experience.
- ✿ Model the highest standards of literacy in spoken and written communications.
- ✿ Take responsibility for pupils' ongoing attainment, progress and final outcomes.
- ✿ Mark work regularly (in accordance with the school marking policy) and use assessment and feedback as a means of giving pupils an opportunity for reflection as well as to inform the planning of future sessions.
- ✿ Write academic reports according to the published schedule and guidance.
- ✿ Attend Parent Consultation meetings for all pupils that they teach.

Person Specification

It is anticipated that the successful candidate will demonstrate the following:

Subject knowledge

- ✦ Fluency in Russian.
- ✦ The ability to provide stimulating, well-planned lessons.
- ✦ Curriculum knowledge in Russian to be able to deliver the Edexcel GCSE and A Level courses.

Personal qualities

- ✦ Professional, yet caring and compassionate approach to working with pupils.
- ✦ Excellent communication skills (oral and written) for dealing with pupils, parents and colleagues.
- ✦ Conscientiousness and enthusiasm for working with children.
- ✦ Ability to work independently and in a team.
- ✦ Ability to develop a rapport with pupils throughout the School.
- ✦ Strong organisational skills, and the ability to meet deadlines.
- ✦ A positive attitude towards professional development and their own learning.

Suitability to work with children

- ✦ Shrewsbury 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 postholder must comply with the School's Safeguarding & Child Protection Policy at all times.
- ✦ The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.

An enhanced Disclosure & Barring Service check will be completed on the successful applicant.

Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom and truth with the aim of developing the ‘cultural capital’ of each child and instilling character strengths, aptitudes and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

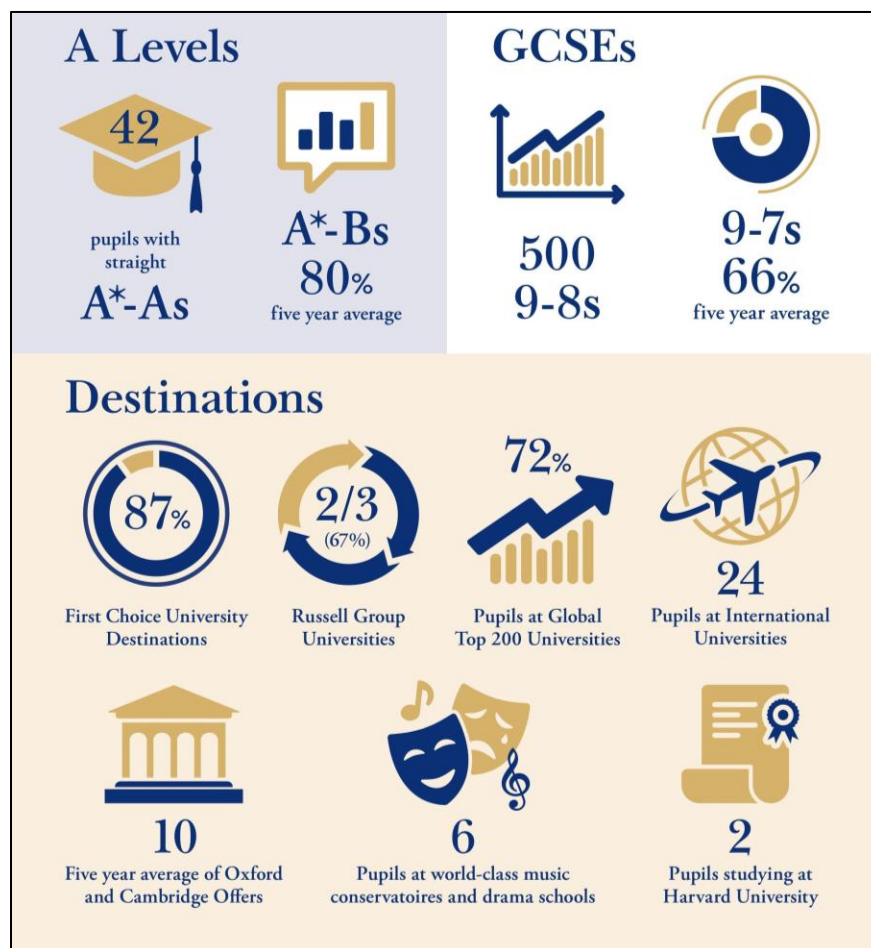
More information about Shrewsbury’s Ethos and Educational Philosophy can be found [here](#).



Academic Life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who are able to think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, around 5% of our leavers have gone on to Oxford and Cambridge and virtually all have taken up places at the university of their first choice. We expect about 80% of A Levels each year to be passed at A*, A or B grade. But there is as much joy for pupils who surpass his or her expectations as there is for the pupil whose progress to top grades always seemed more certain. Our Summer 2024 results and destinations are summarised below.



2024 Public Examination Results at Shrewsbury

Teaching at Shrewsbury

Shrewsbury's academic provision endeavours to be exciting, challenging, responsive and versatile. Periods are 40 minutes long and there are between 5 and 8 of these each day, including Saturdays. Monday, Wednesday, Thursday and Saturday afternoons are dedicated to Sport and Activities.

We employ around 150 teachers across the range of subjects. We accept ECTs as well as recent graduates – all appointments are based on ability in the classroom and outcomes of the interview process. We support unqualified teachers through the PGCE and also those wishing to complete their ECT induction.

All new members of staff are given a comprehensive programme of induction to help familiarise them with Shrewsbury life. Their academic and buddy mentors are there to assist the transition to Salopian life and support both professionally and personally.

Shrewsbury School is committed to the Continuous Professional Development (CPD) of its staff. INSET takes place at the beginning of each term with academic and pastoral themes being covered. Time is dedicated to the sharing of good practice and ideas in faculty meetings and individual training needs are identified both informally and through the formal Individual Development Plan process.



Pastoral Life at Shrewsbury

The unique, friendly yet respectful atmosphere between staff and students plays a crucial part in establishing the character of Salopians and the School. Together we are a highly supportive community. The House system (7 boys' Houses and 5 girls' Houses) is at the heart of Shrewsbury School.

The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work. In addition to their Housemaster or Housemistress, each pupil has a personal tutor who also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.



Co-Curricular Life at Shrewsbury

We want all our pupils, whatever their ability, to enjoy their life beyond the classroom, and Shrewsbury has a well-earned reputation for artistic, musical and sporting excellence.

We compete internationally in cricket and rowing, and we are one of the strongest schools in the country for football, cross-country running and fives. Facilities and coaching for these - and a host of other sports including badminton, basketball, tennis, fencing, lacrosse, hockey, netball, and rugby - are excellent.

Our school plays and musicals have drawn praise at the Edinburgh Fringe Festival and in London. As one would expect from one of the strongest music departments in the country, the breadth and quality of music making is remarkable, and a number of pupils win places at some of the top music colleges each year.

We also offer our pupils an extraordinary array of clubs, societies and other co-curricular activities, many of which take place on a dedicated weekly activity afternoon. The majority are led by members of school staff.

Shrewsbury is surrounded by glorious unspoilt countryside and the School makes the most of its easy access to the Shropshire Hills, the Welsh Marches and Snowdonia, as well as easy access to Birmingham and Manchester.



International Links

At Shrewsbury School we delight in playing our part in developing outstanding schools around the world. Our first international school opened in Bangkok back in 2003 and has become the benchmark for quality education in the city and the wider region.

So successful has the venture been that we opened a second campus in Bangkok in 2018 to keep up with demand, while at the same time opening a new school in Hong Kong. In 2021, Shrewsbury signed an agreement for a new premium international school launched in Phnom Penh, Cambodia. Plans are afoot to open further international schools in the coming years, including Shrewsbury International School India in 2025.

The Shrewsbury family of Schools share commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of the schools. Over the years Shrewsbury UK graduates have visited Bangkok to enjoy gap year opportunities there.



The Application Process

Please complete the Shrewsbury School application form together with a covering letter.

Please email your documents, ideally as 'pdfs' to [**recruitment@shrewsbury.org.uk**](mailto:recruitment@shrewsbury.org.uk) by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to The Headmaster and posted to: The Headmaster, Shrewsbury School, The Schools, Shrewsbury, Shropshire, SY3 7BA.

The closing date for applications is 10am, Wednesday 18th June 2025.

Short-listed candidates will be invited to interview during the week commencing **Monday 23rd June 2025.**

Start date: **1st September 2025 or 1st January 2026.**

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.

Queries regarding applications should be addressed to:
[**recruitment@shrewsbury.org.uk**](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

Please note the Recruitment Guidance Notes on page 17.



Contractual Terms

Pay

The rate of pay is £36.08 for each 40-minute lesson, which is inclusive of all preparation and marking. Additional responsibilities such as conducting oral exams, writing reports and attending Parent Consultations receive additional remuneration. The Russian Tutor will be required to complete and submit a monthly timesheet and submit to the Payroll Department for payment on 20th of the month.

Hours

Due to the casual nature of this contract there are no guaranteed hours from one week to the next, however we anticipate demand to be two hours of Russian tuition per week during term time. The Tutor's actual working hours will be in accordance with the pupil's needs and will be given by your Line Manager.

If you are required to work 6 hours or more during any working day you must take a statutory unpaid lunch break of 30 minutes.

Sick pay

Due to the casual nature of this contract, you will not be entitled to the school's contractual sick pay however, subject to the School's sickness policy and reporting procedures you may be entitled to Statutory Sick Pay only in accordance with relevant legislation.

Holiday pay

Due to the casual nature of this contract, you will receive payment of annual leave at the end of each term. The annual leave entitlement is pro rata based on the statutory minimum entitlement.

Staff Benefits

Provision of Meals

While the kitchens are operational, lunch is available at our dining room, Kingsland Hall. Refreshments are provided on site.

Parking

Parking is provided free of charge on and around site in designated areas and with a school permit.

Sports Facilities

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use.

Recruitment Guidance Notes:

Shrewsbury School 2025

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a twelve months' probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

Note: Unfortunately, CVs are not accepted.

Ideally your application form and letter should be sent as a pdf to: recruitment@shrewsbury.org.uk

References

In order to assess candidates' suitability, we shall request at least two references. Please note that in accordance with best practice Shrewsbury School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✿ Current passport, share code or eligible immigration document
- ✿ Current driving licence
- ✿ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*).

Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

Medical Fitness

If successfully appointed, you will be asked to complete a health declaration questionnaire and if necessary, an occupational health referral will be made.

Safer recruitment checks

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

DBS Disclosure and other checks

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate. You will be required to join and annually update your subscription to the DBS update service.

In addition, we will contact the Teaching Regulation Agency to check for:

- ✿ The award of QTS.
- ✿ Completion of teacher induction.
- ✿ Prohibitions, sanctions and restrictions that might prevent candidates from taking part in certain activities or working in specific positions.

Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

Prohibition check

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

Social Media check

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



The Schools, Shrewsbury. Shropshire SY3 7BA.

Email: recruitment@shrewsbury.org.uk

Telephone: 01743 280500

www.shrewsbury.org.uk

Registered charity number: 528413

