



VACANCY INFORMATION PACK
HEAD OF SPANISH



ABOUT THE DEPARTMENT



Modern Languages at Downe are thriving. All girls study at least one language to GCSE and we have many dual linguists too. This trend continues through to the Sixth form as girls here see languages not only as an important subject for their future careers but also they have a pure love of all that learning a language can bring and this is instilled in them from day one by an enthusiastic and committed team of linguists. The girls get an opportunity to understand the importance of knowing a language when they spend a term in our French school Veyrines-de-Domme in year 8 (Lower 4). Whilst this gives a great boost to their French, particularly to their listening, reading and speaking skills, it also helps to stimulate interest in other cultures.



We really do cover the world in terms of the languages we offer. A team of full and part time staff, supported by 3 language assistants, deliver lessons in Chinese (Mandarin), French, German, Italian and Spanish, as well as some Russian, Japanese and Arabic. We have also provided some Portuguese lessons in the past.

As well as imparting a love of languages in the pupils we are also very proud of our results. We have an impressive record of examination success stretching back for more than ten years. Over the past five years we have sent girls to Oxford or Cambridge to read languages and we are extremely proud of the fact that Modern Languages has continued to be a popular subject to study at University for Downe House Girls. However the Department is not purely focused on academic success; it actively seeks to encourage the pupils to use their languages in different ways. To this end the girls regularly enter and win competitions such as the Routes into Languages MFL speaking competition, the Stephen Spender Poetry Translation competition and the Linguistic Olympiad. In addition, we run yearly language and study trips abroad.

Virtually all language lessons are taught in Garden House in rooms that are equipped so that we can teach interactively. The department embraces new teaching techniques and we regularly share good practice during our department meetings. Indeed, in an effort to share our experiences with a wider audience the department has begun to blog about its experiences in the classroom.

SPANISH

At present we have two full-time Spanish teachers and a language assistant. From the beginners stage up to IGCSE we use the Mira textbooks. At this level Spanish teaching focuses on equipping the students with a range of vocabulary, accurate verb tenses and the skill to converse with a reasonable degree of fluency on the specified topics.

The IGCSE course allows some scope for insights into the culture of the Spanish-speaking world. After IGCSE, we aim to ensure that each student achieves an understanding of the factors that have shaped the Spanish-speaking countries today, so that, on visiting them, the student would be able to come across not only as a good Spanish-speaker but also as an educated person with an understanding of the culture of the region.

Sixth Form teaching follows the AQA A level syllabus, as well as incorporating authentic and mostly fresh material from print and broadcast media, covering the major events of the Spanish-speaking world in class as they happen. Our film studies at present focus on 'Volver' by Almodóvar, and we are studying 'Crónica de una muerte anunciada' by García Marquez as our set text.

JOB DESCRIPTION



JOB TITLE

Head of Spanish

LINE MANAGER

Head of Modern Foreign Languages

JOB PURPOSE

To be responsible to the Headmistress for the management and leadership of the teaching of Spanish throughout the School.

To share in the teaching of the Spanish curriculum for the appropriate years, including, where relevant, to GCSE level and Sixth Form level and to be responsible to the Headmistress for this.

To be a Tutor, responsible to the Head of Section and Housemistress/master of the year group for the pastoral care and monitoring of academic progress of a group of pupils if required.

MAIN DUTIES AND RESPONSIBILITIES

To the pupils:

- a) In consultation with appropriate colleagues, oversee as necessary, the production of syllabuses and schemes of work in line with School policy;
- b) To ensure that students' work, performance and records of assessments are produced, assessed, and kept in line with School policy and national requirements;
- c) To participate in the assessment of new students entering the School as required by the Headmistress, including matters pertaining to Entrance and Scholarship examinations;
- d) To stimulate and encourage students to a high standard of interest and achievement in the subject area, ensuring that the needs of each individual are met;
- e) To arrange pupil participation in internal and external events as appropriate;
- f) To liaise and work with the Learning Skills Department to ensure that the needs of each individual are being met;
- g) To maintain the Spanish classrooms to a high standard, to ensure a productive teaching, learning, and working environment;

- h) To oversee appropriate measures to ensure that all equipment and departmental areas are ready for students' use in good time;
- i) To deal with disciplinary problems in any class taught by a member of the department and generally throughout the School in a firm but caring manner, and liaise with the Deputy Head in any matters of serious concern;
- j) To be responsible for the implementation of the departmental Health & Safety Policy, to ensure the safety of all staff and students within the department, and to make staff and students themselves aware of safety, and report back to the Director of Estates, Property and Services any areas of concern;
- k) To be aware of and to implement the School's policy in relation to the Children's Act (1989);
- l) To advise the Medical Centre of any concerns about a student's health;
- m) To liaise with the Housemistresses, Heads of Section and Tutors to ensure the progress of every individual is monitored;
- n) To ensure that curriculum trips are organised as appropriate and that these are arranged in accordance with School policy on offsite trips;
- o) To work with the Librarian to promote the use of the Library and all its facilities and in particular to promote reading generally within the School;
- p) To work with other departments, to exploit cross-curricular links;
- q) To contribute to the programme of extra-curricular activities;

To the Department:

- a) To support the induction of all new colleagues into the department and to work with the Deputy Head and Human Resources to support him/her in accordance with the School's Induction Programme;
- b) To hold weekly departmental meetings, at which minutes are taken and circulated to the Headmistress and Head of MFL, as well as made available to members of the department;
- c) To evaluate any INSET undertaken personally for the Headmistress, passing on relevant information to the members of the department, and to evaluate any INSET undertaken by a member of the department with her/him;
- d) To evaluate the performance of members of the department in accordance with the School's appraisal policy;
- e) To work with individual members of the Spanish department to assess the work of the department on a regular basis by, for example, the observation of lessons and the monitoring of marking and assessment;
- f) To work with individuals to make recommendations to the Headmistress for the deployment of staff to fulfil the departmental teaching requirements;
- g) To represent the interests of the department, the students and the departmental members within the School, at meetings arranged by the Headmistress;
- h) To represent the department at meetings of the Governors' Committee when invited;

- i) To produce detailed bids for the departmental allocation from the Teaching Supplies Budget for the Headmistress;
- j) To produce (in consultation with members of the department) the departmental contribution to the Strategic Development Plan and to evaluate it annually;
- k) To ensure that schemes of work are produced, evaluated and updated annually or more frequently if required;
- l) To co-ordinate and oversee the development and direction of the Spanish curriculum, ensuring it is evaluated annually or more frequently if required and that any action points are followed through;
- m) To manage the development of appropriate materials for the department including the provision for ICT in teaching and learning;
- n) To ensure that all staff within the department regularly update their Health and Safety qualifications as appropriate;
- o) In consultation with the individual members of the Spanish Department, co-ordinate and manage the facilities and resources allocated to the department to best effect;
- p) To support the Head of MFL with the Oxbridge mentoring;
- q) To aid in the planning, organisation, running and staffing of Science department events;
- r) To prepare teaching schedules, with the appropriate allocations, as requested by the Headmistress;

To the School:

- a) To request any necessary appointments of staff into the department and to participate in the interview and appointment process if required by the Headmistress;
- b) To maintain regular contact with and flow of information to the Headmistress on all matters concerning the welfare of individual students, the department in general and members of the department;
- c) To report on the department to the Headmistress, when requested;
- d) To implement measures to be taken with a view to promoting among the students, self-discipline and a proper regard for the guidelines on conduct laid down by the School, encouraging good behaviour on the part of the students and dealing with any infringements of discipline promptly and in an appropriate manner;
- e) To work with the appropriate pastoral staff to help any student who needs care or advice and in particular anyone who does not respond to correction;
- f) To maintain high personal standards of prompt arrival for teaching, other responsibilities and events and ensure appropriate professional appearance;
- g) To participate in appropriate supervisory duties shared by all members of staff;
- h) To participate in a rota of cover for absent colleagues and to aim to cover departmental lessons from within the department as far as is possible and if appropriate;

- i) To obtain the Headmistress's authorisation for any absence from School and to give notice as early as possible in the case of unavoidable absence through sickness or other causes and to indicate work for classes to follow;
- j) To make recommendations to the Academic Deputy for the continuity of teaching in the Department in the event of absence of colleagues;
- k) To attend all relevant Staff Meetings and INSET days, and any relevant external courses recommended by the Headmistress;
- l) To participate in the School's system of appraisal of performance;
- m) To assist the Deputy Head with the programme of induction of staff as required;
- n) To attend all Parent/Staff Meetings or other meetings about students as required by the Headmistress;
- o) To attend any other relevant meetings about a student's progress, welfare or performance and to keep the Headmistress fully informed of the outcome;
- p) To consult the Headmistress before responding in detail to any complaints about the work of the department from parents or students or other parties;
- q) To attend all major Schools events as required by the Headmistress;
- r) To ensure that arrangements for all departmental events are checked and booked on the School Management System (Merlin), and wherever possible, entered in by the appropriate deadline;
- s) To join with all members of staff in preparing a Strategic Development Plan for the School to be approved by the Board of Governors and to assist in its implementation and up-dating as required;
- t) To complete student's reports and profiles and to oversee the completion of student reports by members of the department, by the deadlines set;
- u) To apply and ensure departmental compliance with the School's marking and assessment policy, and monitoring the operation of the same within the department;
- v) To be responsible for the security and safe use of all assets held by the department, including taking the appropriate crime prevention/accident measures;
- w) To be responsible for the effective management of the Departmental Budget allocations;
- x) To report to the Director of Estates any damage to equipment, furniture or fittings within the departmental area;
- y) To co-ordinate the maintenance and accurate inventory of equipment across the Spanish Department;
- z) To advise the Headmistress on any national and local developments and initiatives within the subject areas covered by the department;
- aa) To take an active part, with all members of staff, in ensuring good relations are made with all members of the local and wider community and that the School is always promoted positively;
- bb) To produce and update annually the Departmental Handbook;
- cc) To provide annual reports on Spanish Department events for the School magazine as required by the Editor and Headmistress;
- dd) To provide an analysis and annual report on Public Examination results and internal examinations as required;
- ee) To undertake such other tasks relevant to the work of the Department or the needs of the School, as these may arise.

PERSON SPECIFICATION



SKILLS AND QUALIFICATIONS

The successful candidate will:

- Be a good honours graduate;
- Be a qualified teacher or have experience of teaching Spanish at KS3, GCSE and A level standard (or equivalent)
- Have excellent curriculum knowledge
- Have excellent subject knowledge
- Have experience of teaching bright, highly-motivated pupils
- Be up-to-date with current thinking and practices;
- Be competent in the use of ICT;
- Be able to be an effective Tutor.

It is anticipated that the successful candidate will be able to demonstrate the following:

- An appropriate understanding of the whole school business;
- A strong commitment to the Downe House ethos, aims and aspirations;
- Appropriate expertise/knowledge;
- Highly professional approach;
- Integrity;
- Punctuality;
- The ability to prioritise and meet deadlines;
- The ability to work as a member of a team and accept direction;
- The ability to be flexible, adapt to change and new ideas;
- The ability to be proactive and positive;
- Excellent communications and interpersonal skills;
- Good organisational skills;
- Good judgement;
- The ability to be self-critical;
- The ability to work on own initiative;
- The ability to teach throughout the School;
- Strong classroom management and presence;
- Energy, dynamism and patience;
- The ability to relate well to adolescents and enjoy their company;
- A willingness to participate in the boarding life of the School and contribute to the extra-curricular activity programme;
- A commitment to ongoing training and learning;
- An analytical mind and pro-active approach to problem-solving;
- A sense of perspective and humour;
- Have a commitment to safeguarding and promoting the welfare of children and young people, and adhere to and comply with the School's Child Protection Policy statement at all times.

TERMS CONDITIONS AND BENEFITS



Downe House offers a range of benefits and competitive terms and conditions as outlined below. The information in this document is non-contractual but is designed to give you an overview of the post.

Salary

You will be paid on the Downe House pay scale, and your starting point will be agreed on appointment by the Headmistress dependent on your qualifications and experience. In addition you will also receive a Head of Department Allowance.

You may also receive an incremental point each year up to point 12 on the Downe House scale. In addition the School normally reviews salaries on an annual basis and any pay award agreed by the Board of Governors is implemented annually in September.

Salaries are paid by direct transfer into your bank account by the Bursary on the last Friday of the month.

Type of contract

The position is for a full time permanent contract.

Working Hours

Normal school hours are 8.30 to 6.00 Monday to Friday and 8.30 to 12 on a Saturday. There are 57 timetabled 40 minute lessons available across the week. Full time staff normally teach up to 32 lessons per week and part time staff a proportion of this and are paid accordingly pro-rata. Although we always endeavour to offer stability with regard to the number of lessons and the timetable, this is reviewed on an annual basis by the Headmistress and Academic Deputy and may vary dependent on the needs of the School.

Following consultation, the number of lessons for part time staff may vary by 20% (up or down), and teachers will be informed of any potential changes at the earliest opportunity before the end of the academic year, for the following September. Wherever possible we will of course take your circumstances and preferences into account.

In addition to timetabled lessons, Teachers are also required to assist with duties as required (lunch duty etc) and attend staff meetings, Department meetings, and parents meetings.

As a part-time member of staff you are also required to attend INSET at the start of each term as part of your professional development and to keep up-to-date with School matters. INSET may fall on a non-working day and where this is the case, there is still an expectation that you will attend wherever possible or seek leave of absence from the Headmistress.

Time off

As a general rule full time Teachers may be given time off during the working week. Staff who work on a Saturday morning will be given a full day off where possible and staff who work Monday to Friday will be given half a day if possible. The time off will be dependent on the School timetable and specific days cannot be guaranteed.

Duties

As a busy boarding school, we expect all academic staff to play a part in the full life of the School. All full time staff will be required to complete nine duty sessions per year and part time staff will be required to undertake a proportion of duty sessions in line with their timetable commitment.

A duty is usually considered to be a half day (up to 4 hours) during the weekend. There are many interesting opportunities to spend time with the girls including theatre visits, sports events, cinema, outdoor activities, open days and many more! Staff are given as much flexibility as possible to select dates and activities that are of interest and/or fit with their home commitments. Full information about our duty system is contained in our Duty Sessions Procedure.

There may be some flexibility on the number of duties for staff who already undertake regular weekend commitments outside the normal teaching timetable as a result of their teaching role. Where appropriate any reduction in the normal nine duties will be agreed by the Headmistress on an individual basis and confirmed in writing.

In addition you will participate in a rota of cover and other duties during the normal School day, for example lunch duty.

Tutor Responsibilities

As part of your role you will be a tutor to a small group of girls (approximately eight) and you will meet with them on an individual basis every week. This is a fulfilling and valuable role and further information about the responsibilities of being a tutor will be given to you when you join the School.

Part time teachers may also be required to be a tutor but the number of girls will be proportionate to their timetable.

Probation Period

Your appointment will be subject to a probation period of three terms. During this time you will meet regularly with your line manager and receive guidance, support and feedback. This will also be an opportunity for you to raise any concerns and to discuss your development needs.

Notice Period during Probation

During your probation period the following notice period will apply:

If appointment is to terminate at the end of Lent Term, notice must be given by 1 March at the latest.

If appointment is to terminate at the end of Summer Term, notice must be given by 1 June at the latest.

If appointment is to terminate at the end of Michaelmas Term, notice must be given by 1 November at the latest.

Normal Notice Period

After probation is complete, your notice period will increase to the following:

If appointment is to terminate at the end of Lent Term, notice must be given by 1 November at the latest.

If appointment is to terminate at the end of Summer Term, notice must be given by 1 March at the latest.

If appointment is to terminate at the end of Michaelmas Term, notice must be given by 1 June at the latest.

Pension

On appointment you will be automatically enrolled as a member of the Teachers' Superannuation Scheme administered by the Teachers Pensions. You may also opt out of this scheme.

Holidays

The school holiday year runs from 1st September to 31st August and you are entitled to 5.6 weeks statutory leave, inclusive of public holidays. You are required to take your statutory holiday entitlement during the first arising non-term time periods (aggregated until the statutory entitlement is exhausted) in each holiday year, provided that, during those periods, you are not unavailable for work due to sickness or the exercise of a statutory right (for example paternity leave or maternity leave). Public holidays will be counted as non-term time periods, but days on which you are required to work for the school (such as INSET days, where a public holiday falls during term time, or school trips) will not.

You may be required to work reasonable hours from time to time during School holidays as required by the Headmistress.

In particular all academic staff are expected to attend INSET and staff meetings at the start of each term prior to the return of the girls. These dates are published in advance so you will have plenty of notice.

Heads of Department are also required by the Headmistress to come into School during the holidays for various meetings and to support pupils during the period when exam results are available.

Sick Pay

The School operates an occupational sick pay scheme to support you if you are ill and comply with the requirements of the scheme. The payments are as follows:

- After 4 calendar months service completed, up to 25 days on full pay and thereafter up to a further 25 days at half pay in Year 1.
- Up to 50 days on full pay and thereafter up to a further 50 days at half pay in Year 2.
- Up to 75 days on full pay and thereafter for up to a further 75 days at half pay in Year 3.
- Up to 100 days on full pay and thereafter for up to a further 100 days at half pay in Year 4 onwards.

Under Statutory Sick Pay (SSP) the first three days of any absence count as “waiting days”, and do not qualify for sick pay. However, under the School Sick Pay Scheme employees will be paid in full during the waiting period providing that:

- during the first year of employment, no more than an accumulative total of 5 working days of sickness have been taken.
- after one years’ service, no more than an accumulative total of 10 working days of sickness have been taken in a rolling 12 month period.
- After 5 or 10 days absence as above, waiting days will then apply and the first three days of absence will be unpaid.

Meals and Refreshments

We provide freshly prepared, nutritious meals in the Main Dining Hall and the Sixth Form Dining Hall, and a wide choice is normally available. Refreshments are also available throughout the day. Meals and refreshments are available during your working day and are free of charge.

Parking

There is plenty of free on-site parking available.

Smoking

Smoking is not allowed in any of the School buildings or on the School site. A designated smoking area is situated on site next to the Estates Department and this is the only area in the School grounds where staff are permitted to smoke.

Disclosure and Barring Service checks (DBS)

Due to the nature of your role working in a boarding environment with young people, you will be required to undergo an Enhanced Level DBS check. During your employment it will also be important for you to keep us fully informed of any changes that take place that could affect your DBS status

Staff Facilities and Social Events

Various sports facilities are available on site that can be used by staff at agreed times during the week. Activities include swimming, gym, yoga tennis and squash. In addition you will be invited to a number of school social events and functions that run throughout the year.

Discounted School fees

At the discretion of the Headmistress, staff may be eligible for up to two-thirds discount on day fees should their daughter be accepted into the School. This discount is on a pro-rata basis for part-time employees.

Induction and Staff Training and Development

You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

We look forward to receiving your application. If you require any further information then please do not hesitate to contact the HR Department on 01635 204712. Alternatively please email recruitment@downehouse.net.