



Head of Spanish



St Dunstan's
College

Employment Status: Required from:

Full Time (Permanent)
September 2021

Job Location:

Senior School

Application Closing Date:

1200 Monday 26 April 2021

Longlist Interviews (Online):

Thursday 29 April 2021

Shortlist Interviews (On-Site):

Thursday 6 May 2021



THE DEPARTMENT

Spanish at St Dunstan's is a vibrant, energetic, and forward thinking department with a team of excellent practitioners. The Department has modern curricula, emphasises the importance of target language in all teaching, and is well resourced, including in regard to ICT.

Spanish sits alongside two other Modern Foreign Languages (MFL) at St Dunstan's (French and German), with Mandarin being introduced in September 2022. In addition, all students study Latin for Years 7 and 8 within the Classics Department.

In Year 7 students have the free choice of two MFL options from Spanish, French and German (with Mandarin from September 2022), and then choose one language to study from Year 8 onwards. There is a thriving 'Dual Linguist Programme' for those gifted and more able students to continue the study of two languages through Years 8 and 9. At the end of Year 9 students choose to follow either one or two languages through to IGCSE in Years 10 and 11.

Spanish students currently follow the Pearson Edexcel course at IGCSE and the AQA course at Advanced Level. The department supports language and linguistic based applications to prestigious institutions of higher education. In recent years prior to Centre Assessment Grades, 64% of GCSE students taking Spanish achieved 9-7 grades, and 80% achieved A*-B grades at A Level.

All MFL subjects are taught in a suite of well-equipped classrooms which facilitates the use of latest digital innovation, and the provision of online and departmentally stored resources is excellent. Use of ICT in Spanish teaching is imaginative and creative and the public and departmental servers for all Spanish, as well as other MFL languages, act as a valuable archive for sharing of best practice teaching materials and a learning resource for students.

There is a strong sense of communal purpose and collaborative efficacy amongst MFL teachers, who all teach a second language to at least KS3 as well as their specialism to A-Level.

All teachers within the MFL teams have fantastic opportunities to run ambitious international trips and exchanges, and there has been great success in this area in previous years. It is expected that the Head of Spanish will be a leading figure in this vital aspect of bringing languages to life for young people.

THE ROLE

Application is warmly welcomed from candidates who can clearly articulate and deliver an exciting vision for the place of Spanish in a forward thinking and ambitious school which is not afraid to do things differently.

The successful candidate will be an excellent classroom practitioner, whether or not they have previous experience of subject or department leadership. They will be keen to teach across the age range from Year 7 to Year 13, and will be capable of modelling and developing excellence in their team. They will be collaborative and a team player in terms of the Department and the College, will be clear in their expectations and vision for the future, and will demonstrate abundant enthusiasm and energy for the subject, its teaching, and their plans for its future.



JOB DESCRIPTION

Students' Experience and Outcomes

- Foster, by example, a spirit of academic inquiry and curiosity.
- Evaluate and implement the most effective teaching strategies in order to maximise subject learning.
- Meet throughout the year with your line manager to discuss agreed public examination targets for the department, and strategies being employed to achieve them.
- Meet formally twice a year with the Headmaster and Deputy Head (Academic) to review public examination results and progress towards agreed departmental targets.
- Coordinate Common Assessments across all year groups, including platform exams, benchmark exams and trial exams. Lead in the scrutiny of academic data in order to track and promote student progress across the department.
- Be a part of the Student Tracking and Review System (STARS) analysis at each reporting period, and utilise this as a means to impact student attainment within your subject.
- Be active in pursuing students whose attitude, learning or behaviour is giving any subject teacher cause for concern.
- Champion and ensure a flourishing presence of co-curricular activities for the subject, including trips and visits, an academic society, and associated clubs.
- Champion and ensure opportunities for student enrichment and extension are readily available for students across all year groups.
- Liaise with the Learning Resource Centre (LRC) regularly to ensure relevant enrichment materials are available and being utilised by students to further their own exploration of your subject
- Model excellent inclusive teaching within your own practice, offering an 'open door policy' to all staff within your department.
- Ensure all staff are aware of and implement appropriate strategies for students' individual needs, including any SEND, Medical, or Pastoral contexts, those for whom English is an Additional Language (EAL), as well as stretching those identified as More Able or Academic Scholars
- Ensure a full programme of university support is available and tailored to individual students who wish to apply for your (or related) higher education courses, including ambitious support for Oxbridge applicants.
- To ensure the department engages with the mentoring of students engaged with enrichment or additional curriculum courses, such as Independent Research Projects (IRRs), Higher Project Qualifications (HPQs), or Scholarship Projects
- Ensure departmental classrooms encourage behaviour for learning from students, and showcase the ambitious and forward-thinking curriculum with which students are engaging.

Staff Performance and Development

- Lead on probation, appraisal, and professional development for all members of the department, focusing on its impact on student outcomes.
- Ensure all relevant processes are followed and completed for any Unqualified Teachers (UQTs), Newly Qualified Teachers (NQTs), or PGCE teachers, under the direction of the Senior Leadership Team.

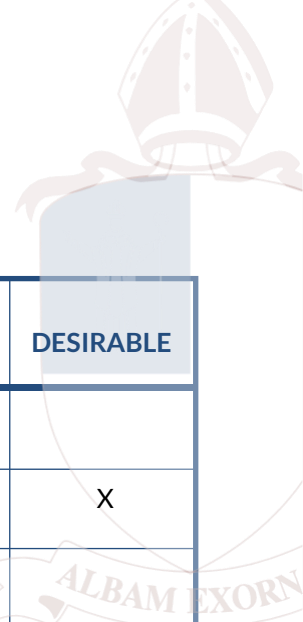
- Conduct regular learning walks of Spanish teachers (at least once a half-term) identifying best practice to share at Department meetings.
- Conduct a formal lesson observation of each Spanish teacher once a year, joined by a member of SSLT or the Head of MFL, and provide constructive feedback to staff.
- Intervene swiftly where there are concerns around staff performance in line with our teacher competencies, liaising with SSLT where appropriate.
- Conduct regular markbook, work, and learning scrutiny (at least once a half-termly basis), focusing on individualised and effective use of formative and summative feedback to students, ensuring best practice is celebrated among the department, and intervene where marking policy is not being followed.
- Ensure effective cover for lessons where staff are absent.
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- Ensure the appropriate provision and attendance of staff at both in-house and external professional development.
- Ensure, by example, that all staff in the department engage with teaching across year groups in order to further their own subject knowledge and expertise.
- Encourage, by example where possible, uptake as external examiners.

Departmental Impact

- Stemming from the College and Senior School Development Plans, lead on the collaborative creation of each year's Departmental Development Plan (DPP), and ensure its targets are the focus of departmental meetings.
- Strive to better understand your subject and its development, including developments and opportunities in available external examination syllabi.
- Manage the departmental budget, ensuring cost effective spending of funds in line with student outcomes and development plan priorities
- Ensure each year group's Schemes of Learning and Assessment (SoLAs) are fully prepared before each academic year, with an emphasis on differentiated student learning outcomes rather than procedural compliance.
- Meet weekly with their line manager to discuss departmental progress.
- Meet formally with the Department once a week and hold a recorded meeting discussing student outcomes, classroom practice, enrichment, and development plan objectives and progress. Meeting notes and the agreed time-bound Action Points are sent to your SSLT Line Manager.
- Meet as a Heads of Department group at least twice termly.
- Update and maintain all procedural documentation pertaining to the effective management of the department and in preparation for inspection.
- To feed-in to whole school academic strategy decisions through the Heads of Department meetings and through the Senior Leadership Team, as required.
- Prepare for and lead on marketing events and, as a marketable asset of the school, ensuring displays are innovative, student-centred, and captivating.



PERSON SPECIFICATION



THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
A good degree in Spanish, or a closely related discipline.	X	
Further education in Spanish, a related discipline, or in Education.		X
Experience of teaching Spanish through KS3-5.	X	
Experience of delivering outstanding GCSE and A-Level outcomes, including strong value-added results for students.	X	
A teaching qualification.		X
A track record of improving student achievement by working collaboratively with colleagues and parents.	X	
Experience of line management of teaching staff.		X
Experience of motivating and coaching other teachers to improve their practice.		X
An ability to teach a second MFL to at least Key Stage 3.		X
Relevant examiner experience.		X
A strong work ethic and high levels of personal organisation.	X	

THE PACKAGE

Salary Competitive

Pension: Teachers' Pension Scheme (TPA) & APTIS schemes available

Benefits: Tuition fee remission (which is means tested and capped) and no registration fees*
 Private Health Care Insurance (50% paid by employer) with reduced health club membership
 Health care cash plan
 Free lunch and beverages during term time
 Staff Accommodation (subject to availability; competitive market rate)
 Free off-road parking
 Salary Sacrifice Schemes
 Season Ticket Loan
 Free winter and summer social events
 Annual flu immunisation
 Use of College leisure facilities including gym, tennis courts and pool*

(*Conditions apply)





St Dunstan's

— College —

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