



# Head of Spanish (Prep School) – FTC

### Details of the Role

- Teaching Spanish from Year 5 up to and including 13+ scholarship level
- Fixed Term Contract for 3 terms until 5 July 2024
- Start date: 1 September 2024
- Closing date for applications: **Monday 15 April 2024**
- Interviews to be held: **Week commencing 22 April 2024**

### The Appointment

This appointment is a superb opportunity for a dynamic and well-qualified teacher of Spanish to lead a strong, well- resourced department. Culford School is academically selective within a deliberately broad framework. Top performing pupils work towards scholarships and exhibitions while we also provide full support to those with mild to moderate Specific Learning Difficulties.

We are looking for a strong team player to grow the departmental resources and continue to develop our new Enhanced Curriculum, created when we moved away from the traditional Common Entrance to provide a more exciting and contemporary approach to preparing pupils for GCSE and beyond. Culford believes in career, professional and personal development and will seek to support the successful candidate in all areas.

The role requires you to demonstrate an expertise in your subject, teaching Spanish from Year 5 up to and including 13+ scholarship level. There is another Spanish teacher who currently teaches Years 3 and 4.

As Head of Department you would continue to develop the schemes of work, assessments and relevant materials for teaching throughout the school.

We also expect the successful candidate to contribute fully to the life of a busy boarding school. Our best lessons often take place outside the classroom and the working day: perhaps a chance conversation about shared interests or reading; or shared experiences on trips and visits. All staff support the boarders through activities and supervision and a few staff are residents either on site or in the house. Many colleagues contribute to the school's sporting programme.

The position would suit an enthusiastic, dynamic and well-qualified teacher who is imaginative and forward thinking and may see this as an exciting opportunity for further career development.

# RECRUITMENT PACK



## CULFORD SCHOOL JOB DESCRIPTION

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### The Role

The Head of Spanish is responsible to the Head of the Preparatory School.

### Management:

- Reflect on planning and define policies within the department and plan strategies to promote effective, lively teaching to pupils throughout the whole ability range
- Lead and co-ordinate the work of the department and liaise with the Deputy Head and where appropriate, with individual teachers and parents
- Ensure an efficient and effective mean of monitoring pupil performance
- Hold regular departmental meetings and provide minutes
- Oversee the professional development of teachers in the department
- Support colleagues in their teaching of Spanish, including non-specialists
- Co-operate and liaise with teachers in the Senior School, the Pre-Preparatory School and other educational establishments as appropriate
- Attend Heads of Department meetings
- Ensure the implementation of those elements of school policies which relate to the work in the department
- Be involved in the appointment of departmental staff
- Offer activities as part of the extra-curricular programme
- Be passionate about Spanish and try to actively promote pleasurable and successful learning for all pupils so that each pupil is positively encouraged to develop his/her potential to the full
- Lead by example in terms of planning, marking and creativity
- Act as ambassador and professional advocate for the School, with strong personal credibility and the capacity to build relationships

### Curriculum:

- Prepare suitable schemes of work and select appropriate books and materials for pupils, taking into consideration the provision for more able and less able pupils in liaison with the Head of Learning Development
- Monitor and evaluate the effective delivery of the curriculum
- Prepare pupils for 11+ and 13+ scholarships as required
- Keep abreast of the latest developments in teaching within the subject area and with curricular issues and debate, including being aware of issues raised at Area 9 Training Board and IAPS meetings
- Undertake the duties laid down in the job description of a Class Teacher

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## CULFORD SCHOOL JOB DESCRIPTION

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### Administration:

- Organise the setting, production and marking of internal examinations, external entrance examinations where appropriate, in accordance with school policy
- Plan and manage the departmental budget efficiently
- Organise departmental resources
- Organise educational visits/visiting speakers where appropriate
- Carry out a yearly audit of the work of the department for discussion with the Head and Deputy Head of the Preparatory School
- Produce the departmental handbook in accordance with School policy
- Analyse and evaluate pupil data to effectively monitor and track pupil's progress, as well as using data to inform future planning
- Be fully committed to high standards of assessment and tracking

### The Person

Our new Head of Spanish will be a highly motivated teacher who can secure the full engagement of pupils and lead and contribute positively to the department. The successful candidate will have the following qualifications, experience, knowledge and personal qualities:

### Qualifications and Experience

- A good degree and teaching qualification with evidence of professional development
- Experience of teaching Spanish to pupils in Key Stage 2 and/or Key Stage 3

### Skills and Knowledge

- A professional and motivational approach with a clear understanding of what excellence looks like, ensuring high standards across the department
- A commitment to, and knowledge of, the safeguarding of children
- A confident and responsive communicator to command the interest and imagination of pupils
- A demonstrable enthusiasm for co-curricular opportunities including sports and the creative arts which are central to life at Culford
- Knowledge of current educational issues, covering both academic and welfare matters including and up-to-date knowledge of current legislative issues and guidance in relation to working with young children
- The ability to prioritise and have excellent time management and IT capabilities
- The confidence and ability to teach live online lessons, for example via Google Meets, as required

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## CULFORD SCHOOL JOB DESCRIPTION

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### Personal

- Fully supportive of the aims and ethos of a boarding school
- A good listener, receptive to new ideas
- Excellent communication skills
- A strong commitment to the education and development of all pupils, understanding their age appropriate needs and concerns and having natural empathy with them
- Hard working, driven and determined
- Resilient with a good sense of humour
- A desire to work within organisational procedures, processes and meet the required standards for the role
- A high level of flexibility with a 'can do' attitude and an openness to new ideas and practices
- The ability to work under pressure and meet deadlines

### How to Apply

Applications will only be accepted via the Culford Application form which can be found on the Work For Us page on [www.culford.co.uk](http://www.culford.co.uk) . Please include a copy of your current CV and accompanying letter.

Early applications are encouraged and the School reserves the right to interview before the closing date to ensure successful recruitment.

**All appointments are subject to pre-employment checks to meet vetting and barring requirements. For more information about that process please refer to the application form.**