



# INFORMATION PACK

SPANISH / FRENCH TEACHER



Letter from Principal Day Waterman College

Dear Colleague

First of all I would like to thank you for applying for the post of teacher of French and Spanish.

The Modern Foreign Languages (MFL) Department consists of French, Spanish and Yoruba. In Years 7 to 9 all students study French, Spanish and Yoruba. In Years 10 and 11 students opt to study either IGCSE French or Spanish as it is compulsory for all students to study at least one foreign language to IGCSE level.

The Modern Foreign Languages Department is located in a single building over two floors. It is a well-resourced and ably staffed department. A new Curriculum Leader was appointed at the start of the 2017 – 2018 academic year.

The students are keen to learn and in general do enjoy attending all MFL lessons where there is an emphasis upon providing the necessary practical experience so that all students become confident speakers of French and/or Spanish. Each classroom is equipped with an interactive white board and the department has access to its own ICT suite.

In general, living in Nigeria is an interesting and enjoyable experience. The people are welcoming, the climate is pleasant and the way of life peaceful. This is my second headship in Nigeria and so I believe I speak on good authority about what life is like in the country. Unfortunately, Nigeria has a negative press in many news outlets but this is simply not the case. I would urge you not to believe everything you read, see or hear about Nigeria to the point of putting you off applying. I am convinced you will be extremely surprised by what you experience whilst living and working at Day Waterman College. Please note that the school is a member of the Council of British International Schools.

Day Waterman College is a well-equipped, full boarding school with an enviable reputation within Nigeria and internationally. I do so hope you decide to apply.

Regards

Stewart James Cowden

Principal-Day Waterman College



## INTRODUCTION

Day Waterman College is a co-educational independent secondary school, situated in Ogun State of Nigeria.

Whilst Day Waterman College provides a UK-based education programme, it is located within Ogun State and as such, is subject to follow some of the directives issued from the Ogun State Ministry of Education. The school also has a Learning Resource Centre located at the heart of its campus.

## PRINCIPAL

Mr Stewart Cowden.

## VALUES AND VISION

Day Waterman College aims to provide recognised international educational programmes through the National Curriculum, IGCSE and International Baccalaureate to enable students to gain access to excellent universities or employment. It wishes to incorporate its local culture and language into teaching and learning to foster integration. The school also wishes to encourage creative and critical thinking and to provide personalised learning, while recognising the individual needs of each student. Importance is placed on encouraging the development of the holistic student through participation in the arts, sports, technology, dance, and music. Day Waterman College wishes to provide its students with opportunities to understand and celebrate diverse cultures and countries of the world. It wishes to promote internationalism by recruiting staff from different nationalities. Overall, the school's goal is to ensure that all students become critical thinkers, risk takers, active problem-solvers, inquisitive readers, diligent researchers, and prolific writers. It aims to prepare students for the demands of the real-world so that they may become productive citizens, become future leaders, and contribute something positive to their respective communities.

## VACANCY FOR A SPANISH TEACHER / SPANISH (WITH FRENCH) TEACHER.

Day Waterman College seeks a suitably-experienced, creative and dynamic teacher of the highest quality to teach Spanish to students up to IGCSE level. The ability to also teach French at KS3 would be an advantage.

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We are currently looking to appoint an individual who:

- is native or has excellent cultural and linguistic knowledge of the Spanish language;
- has achieved Qualified Teacher Status;
- has a degree or an equivalent in the subject to be taught;
- has a minimum of two years' experience in teaching;
- has strong IT skills and an ability to use the Microsoft Office Suite;
- Is a good communicator;
- Is committed to working with young people to raise their aspirations and instil a passion for learning;
- Is a great team player;
- Can work under pressure and tight deadlines;
- Has a track record of delivering great results; and
- Has previously worked in a boarding school or will be willing to take part in the wider aspect of school life.

START DATE - AUGUST 2018

## INFORMATION ABOUT THE MFL (MODERN FOREIGN LANGUAGES) DEPARTMENT AT DWC



The MFL department is a dynamic, friendly and mutually-supportive department which has enjoyed good results over the last few years. Spanish was introduced in 2014 with our very first IGCSE results in 2016 (100% A\*-C) followed by 95% in 2017. Similar results are seen in the French language.

At DWC, you will enjoy an interactive, enjoyable and lively nature of lessons as well as strong staff-student relationships.

The MFL department consists of:

- three French teachers
- two Spanish teachers
- two Yoruba teachers
- One French assistant
- One Spanish assistant

The current Curriculum Leader is a Specialist linguist with over fifteen years of experience of both teaching and leading in various UK schools.

Languages are both compulsory at KS3 and KS4.

### KS3 CURRICULUM

All year 7 & 8 students enjoy one hour a week of Yoruba, and two hours of both French and Spanish. Unlike previous years where students were to drop either French or Spanish at the end of year 8, from September 2018, year 9 students will be able to continue with all three languages if they choose to.

The MFL Department has previously organised trips to France, Italy, Benin to help students to develop their independent study skills outside of classroom and most importantly to engender a love for languages and culture. The next Benin residential trip is scheduled to take place in February 2019, to be followed by a strong possibility of a Spanish trip in May 2019.

### KS4 CURRICULUM

Right after the Easter holiday, the third term is marked with our year 9 starting the IGCSE curriculum. From September 2019, students will be able to opt for a second European language (either French or Spanish)

### STUDENTS SIT THE EDEXCEL EXAM.

### IN CONCLUSION

Finally, our accommodation within the school is first-rate, with all MFL teachers enjoying their own dedicated language classrooms, all of which are equipped with facilities such as an interactive whiteboard. We are blessed to have a language suite of 28 computers which is being upgraded with the vision in mind of students being able to communicate with other French and Spanish students across the globe.

### THE TEXTBOOKS THAT ARE USED ARE:

- French – Encore Tricolore / Studio for both KS3 and KS4
- Spanish
- KS3 – Mira
- KS4 – AQA higher book

## **DWC : PROFESSIONAL JOB DESCRIPTION OF TEACHERS**

### **Exercise of General Professional Duties**

Every teacher at Day Waterman College, (who is not a Principal) shall carry out his professional duties as circumstances may require, under the reasonable direction of the Principal of the school.

### **Exercise of Particular Duties**

The teacher shall perform, in accordance with any directions which may reasonably be given to him by the Principal from time to time, such particular duties as may be reasonably be assigned to him.

### **Professional duties**

The following duties shall be deemed to be included in the professional duties which a teacher [other than a Principal] may be required to perform:

#### **Teaching**

In each case having regard to the curriculum for the School:

- Planning and preparing courses and lessons;
- Teaching, according to their educational needs, the pupils assigned to him including the setting and marking of work to be carried out by the pupil in the school and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of pupils.

#### **Other activities**

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- Making records of and reports on the personal and social needs of pupils;
- Communicating and consulting with the parents of the pupils;
- Communicating and co-operating with persons or bodies outside the school; and
- Participating in meetings arranged for any of the purposes described above;

#### **Assessments and reports**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

#### **Performance management:**

- Participating in arrangements made for the appraisal of his/her performance and that of other teachers;

#### **Review: Further Training and Development:**

- Reviewing from time to time his/her methods of teaching and programmes of work; and
- Participating in arrangements for his further training and professional development as a teacher;

#### **Educational methods:**

- Advising and co-operating with the Principal and other teachers [or any one or more of them] on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment;

#### **Discipline, Health and Safety:**

- Maintaining, good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorized school activities elsewhere;

#### **Extra-curricular activities:**



- In addition to his regular workload, each full-time teacher will conduct an approved extra-curricular activity for at least one session during the week and participate in weekend duties as scheduled;

Staff meetings:

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organization of the school;

Cover:

- Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them, when required;  
(A cover timetable shall operate at the School to cover colleagues' classes at times of absence or sickness)

Public examinations

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations;

Management:

- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers;
- Co-ordinating or managing the work of other teachers; and
- Taking part as may be required of him in the review, development and management of activities relating to the curriculum and organisation of the school;

Administration:

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials; and
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

**Notes:**

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the job title.

**Person Specification for the post of Teacher of French/ Spanish at DWC**

**Personal Specification**

**Essential**

**Desirable**



<b>Education Attainment</b>	
Qualified Teacher Status	Yes
Relevant Teaching degree	Yes
* Cultural Experience of Language(s)	
<b>Knowledge &amp; Experience</b>	
Excellent subject knowledge	Yes
Assist with preparation of exams or scholarships	Yes
Understanding of teenage children	Yes
Experience in educational environment	Yes
A passion for the subject	Yes
<b>Skills and special aptitudes</b>	
Highly effective communication skills	Yes
Able to define boundaries	Yes
Time Management	Yes
Good use of English Language	Yes
Confident IT skills	Yes
Ability to use IT in the classroom	Yes
Artistic ability	Yes
<b>Interests</b>	
Intellectual	Yes
Physically active	Yes
Community	Yes
<b>Disposition and personal Qualities</b>	
Resilience and stamina	Yes
Reliability	Yes
Commitment to wider school life	Yes
Discretion , diplomacy and confidentiality	Yes
Impartiality of judgement	Yes
Empathy	Yes
Self-reliance and self-motivation	Yes
Enthusiasm	Yes
Flexible	Yes

**Circumstances and training**

Prepared to attend internal and external training days	Yes
First Aid Qualification	Yes
Health and Safety Training	Yes

**Outline Pay and Conditions**

A competitive starting salary will be offered in accordance with experience and qualifications.

The school campus provides an attractive environment.

The appointment will be conditional on a satisfactory enhanced DBS disclosure and the person appointed will be required to work in accordance with the School's Policy for Child Protection.