ASHLYNS SCHOOL

ASPIRE & ACHIEVE



Application Pack

Teacher of Spanish
(maternity cover)

MPS/UPS – Full Time

Easter 2018



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Welcome



Thank you for your interest in the post of Teacher of Spanish at Ashlyns School.

The information included in this pack will give you an insight into our school and the high aspirations we have for our students.

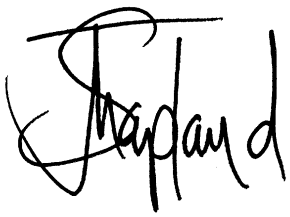
Ashlyns is a popular and oversubscribed school. We became a full secondary school in September 2013 following the re-organisation of the education provision in Berkhamsted, and now have over 1,200 students. The school has undergone significant refurbishment with continuing improvements in progress as we expanded to eight forms of entry in September 2017. This is an exciting time to join our school and make your impression as we continue to develop and build on our success.

The school was rated 'Good' by Ofsted in September 2014 and is focused on rapid improvement in results with the aspiration to be rated 'Outstanding' at our next inspection. We would encourage applicants to read the report, which can be found on the school website (www.ashlyns.herts.sch.uk).

Ashlyns is a thriving school with a rich heritage. Originally established to provide for the most vulnerable in society, the school continues to emphasise the traditional values of respect, honesty and hard work. These values, combined with high expectations, innovation and creativity, mean that Ashlyns is a school which encourages and helps students to develop and make the most of their abilities and interests.

If you want to provide outstanding learning opportunities for students within a forward-thinking, hard-working school community, we would like to hear from you.

Further information about Ashlyns School and details on the application process can be found in this pack. Additional information can also be found on our school website.



J Shapland
Headteacher

Additional Information



Aspire and Achieve

Ashlyns expanded from an upper school to a full secondary school in September 2013, enabling us to expand our staffing, intake and facilities and offer greater choice to students. As such we are, in effect, a 'new' secondary school with a strong history.

74% of students gained grades 9 to 4 in English and Maths this year, with 57% achieving grades 9 to 5 in both subjects. 22% achieved grades 9 to 7 in both subjects.

With our focus on improving standards, we confidently expect even better results this year.

We enjoy high retention rates into the Sixth Form with more than two-thirds of our students choosing to continue their studies at Ashlyns.

Students perform well in our Sixth Form with a high percentage of students each year going onto further education, including Russell Group universities.

Our Core Values

At its heart, Ashlyns has a well-motivated and reflective staff and governing body with a shared purpose, and students who are warm, positive and engaging. The school blends traditional values of respect, trust, honesty and hard work with forward thinking teaching and innovation. Our aim is simply to provide the best opportunities and support for every student to flourish and succeed. The successful candidate will, like the Governors and Headteacher, want and expect the best from, and for, all students.

Ashlyns is a thriving school and we welcome all applications from talented and ambitious professionals who would like to play their part in helping to shape the school's future.



MFL at Ashlyns School

We are a vibrant faculty which prides itself on offering the best experiences in learning languages. We play a key role in supporting the National Languages Strategy, which aims to transform the country's capability in languages by encouraging 'languages for all: languages for life'.

Educational visits and exchanges play an important part in broadening our students' horizons and every year many of our students participate in language events, in this country and overseas. We run a French study visit as well as a Spanish exchange.

Currently, students study French from Year 7 and are introduced to Spanish as a second foreign language in Year 8. In Year 10 and Year 11 the majority of students are encouraged to study GCSE French or Spanish with some students opting to continue with both languages at Key Stage 4. At Key Stage 5, French and Spanish AS and A2 are offered as part of the Sixth Form curriculum.





Extra-Curricular Activities

The range of activities on offer is excellent and includes: World Challenge expeditions; Duke of Edinburgh Award Scheme; fantastic music concerts, tours abroad and school shows; a wide range of team games and fixtures; an extensive and broad range of curriculum based visits; a highly successful sports leader programme and numerous charity events.

Magnificent Site

Ashlyns School is located on the edge of the small market town of Berkhamsted in south west Hertfordshire. Our Georgian style listed building is an impressive sight. Built in 1935 as a foundling hospital, it is steeped in history; its very fabric has an ethos of looking after children. Our school has been used as the backdrop in films and TV programmes – most recently in the BBC's 'Call the Midwife'.

Standing in a magnificent 40 acres of green belt land, we have ample space for a variety of sports and space for developing new facilities. We have recently completed phase two of our reconfiguration as a full secondary school with development of our sports hall and state of the art gym, which opened to staff, students and the public in September 2017. Working in partnership with a local community football club, we have established a full-size Astro turf pitch as part of our excellent sports facilities.





Job Description



Post Title Teacher of Spanish (maternity cover)

Salary MPS/UPS

Responsible to Head of MFL

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions document: https://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2016

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically.

Expected "standards" to be reached and maintained are clearly defined within the school's Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.

MAIN (CORE) DUTIES

TEACHING AND LEARNING

- Carry out teaching duties in accordance with the school's schemes of work and the defined National Curriculum. To plan and deliver lessons and other learning activities in accordance with the school's Teaching and Learning Policy
- Liaise with other colleagues to deliver units of work in a collaborative way and contribute to the production and preparation of schemes of work (this contribution reflecting the post holder's level of responsibility)
- Work closely with teaching and other support assistants in delivering "personalised learning" whenever reasonably possible
- Set targets for student attainment levels (using prior data provided)
- Set work for students absent from lessons in line with the school's behaviour and teaching policies
- Within the PM framework, work towards or maintain the teaching standards applicable (see documentation in PM material)

ASSESSMENT AND RECORDING

- Maintain a "teacher planner" as prescribed in the school's policy, including the recording of attainment and effort marks, homework set, student attendance and lesson plans
- Mark and return work (using the school's marking and assessment policy) on a regular basis and at least once every 2 teaching weeks. Marking should include feedback for improvement and progress for each student
- Provide assessment reports when periodically required within the school's assessment cycle and additional "round robin" reports when specifically requested
- To ensure that suitably differentiated material and learning pathways are provided to challenge all students, regardless of their ability
- Liaise with parents on students' progress using the school diary system, letters, telephone calls and consultation evenings where reasonable and appropriate
- Work within the code of practice relating to special educational needs

PROFESSIONAL STANDARDS

- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of professional dress and appearance, punctuality and attendance
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas and *consistently* apply the school's prescribed sanctions and rewards procedures
- To carry out suitable evaluation and analysis of examination results and performance at the beginning of the academic year (see PM documentation) and provide a suitable summative report indicating achievements and corrective actions which might subsequently follow
- As a consequence of the PA cycle, take responsibility for personal development and progression making full use of the school's professional development opportunities and training (refer to "Investors in People" documentation for more detailed information)
- Attend team and staff meetings as appropriate, contributing actively whenever possible

ADDITIONAL DUTIES

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher

Person Specification



Teacher of Spanish

The Governors are looking for an exceptional teacher to play their part in driving and shaping the future of Ashlyns School.

Our person specification is underpinned by our educational philosophy. This centres around a shared view that a child's starting point should not define their destiny and an understanding of, and belief in, the difference that school can make.

The successful candidate will share a commitment to:

- our core values of respect, trust, honesty and hard work
- high standards of academic achievement for all students
- first class pastoral care, support and guidance
- developing the experiential element of school life to ensure that students leave our school as well-rounded individuals ready to take their place in the world

	Essential	Desirable
Qualifications	• QTS	• Good Honours Degree • Further Professional Qualifications
Knowledge and Skills	• Knowledge of the National Curriculum • Able to use a range of strategies to promote learning. • Able to manage and encourage good behaviour. • Able to develop positive and meaningful relationships with students. • Able to make appropriate use of ICT for learning. • Understanding of how to use data to inform planning and improve pupils' performance. • Understanding of a range of assessment for learning approaches, including grades where appropriate. • Able to communicate with pupils, parents and carers about pupil's progress. • A willingness and commitment to contribute fully to the extra-curricular programme.	• Understanding of how to use data to inform planning and improve students' performance. • Able to develop best practice through wide range of imaginative approaches. • Able to create an excellent climate for learning within teaching area. • Able to engage with developments in teaching and learning strategies to raise achievement.
Personal Qualities	• Enthusiasm • Team-working skills • Reliability and Integrity • Personal Organisation • Flexibility • Integrity	• Strategic Planning • Motivational Skills • Willingness to take on delegated responsibility • Interest in new developments and challenges for the subject • Innovative and creative approach to all aspects of the job role

Application Guidance

Candidates should be aware that there are 3 components to the application:

1. HCC Job Application form (Teachers in Schools)
2. HCC Person Specification form
3. Covering Letter: this should not exceed 2 sides of A4 (font size no smaller than point 10)

All parts of each section should be completed. CVs will not form part of the application process and should not be submitted.

When nominating referees, please provide a telephone number and email address. One of these must be the Headteacher of your current school, if you are currently employed as a teacher. Please note that if you are short-listed your references will be taken up before the interview day.

If you are appointed, you will be required to complete an online Disclosure and Barring check. All posts in schools are exempt from the Rehabilitation of Offenders Act; this means you must declare all convictions, including those that would generally be regarded as 'spent'.

Further Information

We would be delighted to show you around our school. Please contact Jane Gaherty, PA to the Headteacher, on 01442 863605 to arrange a visit.

Applications for the post of Teacher of Spanish should be submitted by 15th January 2018 marked 'Application – for the attention of the Headteacher'. Candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.

Applications may be posted, delivered by hand or sent electronically to recruitment@ashlyns.herts.sch.uk (with the subject line: 'Application – for the attention of the Headteacher').



Ashlyns School is committed to safeguarding children and young people. All employees have a responsibility for the safeguarding of children in our school. All postholders are subject to a satisfactory enhanced DBS.