



# Sutton Coldfield Grammar School for Girls

## Application Pack for Teacher of Spanish

This is a part-time, permanent appointment  
(0.8 full time equivalent contract)

Teachers' Main Pay Range or Upper Pay Range  
Applications from both NQTs and experienced staff welcome

Start date: 1 September 2018  
(with an earlier start date if possible)

Closing date for applications:  
**Noon on Thursday 19th April 2018**

Interviews to be held:  
**Wednesday 25th April 2018**

Headteacher:  
Dr Barbara Minards

Jockey Road, Sutton Coldfield, West Midlands  
B73 5PT

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email: [recruitment@suttcold.bham.sch.uk](mailto:recruitment@suttcold.bham.sch.uk) | [www.suttcold.bham.sch.uk](http://www.suttcold.bham.sch.uk)

[twitter.com/suttcold](https://twitter.com/suttcold) | [facebook.com/suttcold](https://facebook.com/suttcold)

March 2018

Dear Colleague,

Thank you for your interest in this post. At Sutton Girls, our focus is on teaching and learning. Students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses. Students are encouraged to embrace challenges, apply their knowledge, build their resilience and independence.

There is strong pastoral support and a wide variety of extra-curricular opportunities which allows students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM and various student led clubs and activities. There are many residential trips, including CERN and World Challenge visits to Africa and China. This year we have re-launched ski trips, the first of which is for Year 9 students to the USA during February half term 2019.

Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. There are over 1100 students in the school, including 240 students in our Sixth Form. Next year is our final year of expansion as we move from five to six form entry throughout Years 7 to 11. We continue to be oversubscribed at Year 7 and many students choose to join the school in Year 12. We are fortunate to have great facilities which are well-maintained, these include recently refurbished science laboratories, new classroom block and multi-purpose social space, sports hall and library.

This is an ideal school for you if you want to enjoy teaching your subject, be asked thought provoking questions by students and have time to discuss pedagogy with colleagues. Here you will be treated as a professional; there is a supportive SLT, a peer observation programme rather than formal lesson observations and a regular staff forum.

We are looking for a subject specialist who enjoys sharing their enthusiasm as well as their knowledge with students. We welcome applications from full and part time teachers, at any stage in your career whether NQT or experienced classroom practitioner. You do not need previous experience of a grammar school setting (either as a teacher or a student). Our staff have a range of teaching backgrounds with many coming from co-educational and/or comprehensive settings. This is a really supportive and happy environment in which teaching and support staff work together to provide students with a high quality, broad and balanced education.

These are exciting times for the school; we have fantastic results (in August 2017: 73.3% A\*/A and grades 7-9 at GCSE, 86.7% A\*/B, 53.2% A\*/A and 15% A\* at A-level) and we continue to reflect on ways we can improve. We are establishing a teaching and learning group: discussing pedagogy, current educational research and how it can be useful in our school. We are putting growth mindset strategies into our day to day practices and looking for ways to maintain and develop staff and student well-being. A review of digital technology is underway as we consider how we can build systems which allow us to enhance teaching and learning and we are completely redesigning our website.

This link February 2018 Newsletter is to our most recent newsletter which will give you more of a flavour of what is going on this year. Having joined the school in September, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'B Minards', written in a cursive style.

Dr. Barbara Minards  
Headteacher







# The Modern Foreign Languages Department

Our Languages Department has a team of two part-time and four full-time teachers. We have the use of six language rooms, all of which have computers, interactive whiteboards and full audio-visual facilities. One language room also has direct access to a set of bookable laptops for use in any classroom.

All students begin French in Year 7 and are taught for 6 hours per fortnight in mixed ability tutor groups. Once they begin Spanish in Year 8, this allocation reduces to 3 hours per fortnight.

The department is well resourced: all students are issued with textbooks. In French, we use Expo for Years 7-9 and the OUP AQA textbooks for the GCSE and A level courses. For Spanish we use Listos for Years 7-9 and OUP AQA textbooks for GCSE and A level.

Students also have access to foreign language magazines and dictionaries. Subject specific software and internet subscriptions are available for staff and students to use, including Boardworks, Kerboodle on-line resources and Linguascope. AQA is the external examining board and students are very successful at all levels.

All students study one Modern Foreign language to GCSE (some choose to study two). There are currently four groups studying Spanish and four groups studying French in each of Years 10 and 11, with 5 hours teaching per fortnight. A Level students receive 10 hours teaching per fortnight.

## French GCSE Results

	Entries	%A*	%A*- A	%A*- B	%A*- C	%A*- D
2017	69	23	58	87	100	100
2016	73	33	67	89	95	100
2015	73	47	77	93	99	100

## Spanish GCSE Results

	Entries	%A*	%A*- A	%A*- B	%A*- C	%A*- D
2017	76	32	67	88	100	100
2016	74	35	62	88	100	100
2015	79	22	46	87	96	100

## French A Level Results

	Entries	%A*	%A*- A	%A*- B	%A*- C	%A*-D
2017	9	11	78	89	89	100
2016	6	0	67	83	100	100
2015	5	20	60	100	100	100

## Spanish A Level Results

	Entries	%A*	%A*- A	%A*- B	%A*- C	%A*-D
2017	3	33	100	100	100	100
2016	5	0	80	80	80	100
2015	8	13	63	88	100	100

# Subject Teacher Job Description

The subject teacher is under the guidance and leadership of the Head of Department in teaching the subject and in undertaking additional responsibilities, which can be reasonably assigned in respect of the subject..

## **A) Planning, teaching and classroom management**

Achieve progression of learning for allocated students through:

- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught, and in line with schemes of work;
- setting tasks which challenge students and ensure high levels of interest;
- conveying appropriate and demanding expectations to students which are based on targets set using baseline data;
- providing clear objectives and structures for lessons, maintaining pace, motivation and challenge;
- making effective use of assessment and ensuring coverage of schemes of work;
- monitoring and intervening to ensure students behave in a manner which maximises teaching and learning;
- using a variety of teaching methods;
- sharing good practice with others in the department;
- establishing a safe working environment which supports learning and in which students feel secure and confident;
- contributing to planning and development within the department;
- participating in the development of appropriate departmental materials and schemes of work.

## **B) Monitoring, assessment, recording, reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to:
  - check work is understood and completed,
  - monitor strengths and weaknesses,
  - inform planning and recognise the level at which the student is achieving;
- prepare and present informative reports to parents;
- contribute to the setting and marking of all forms of departmental assessment.

## **C) Other professional requirements**

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school, especially those relating to the safeguarding of, and promoting the welfare of, children;
- establish effective working relationships and set a good example through personal presentation and professional conduct;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices.

# Teacher of Spanish

## Person specification

- Good honours degree in a relevant subject area and a love of the subject
- Qualified Teacher Status
- Ability to teach Spanish in the secondary phase from Years 8-13
- Ability to teach French in the secondary phase desirable but not essential
- An excellent classroom teacher, who can demonstrate high levels of expertise in assessment for learning, differentiation and meeting the needs of every student
- Excellent subject knowledge
- Familiar with current subject and educational developments
- Reliability and integrity
- Keen to be involved in curriculum development
- Committed to the ethos of Sutton Coldfield Grammar School for Girls
- Ambitious for own career
- Ability to embrace and be part of a fast paced, dynamic environment
- Confident user of ICT to enhance teaching and learning
- Recent relevant professional development
- Evidence of excellent relationships with young people and adults
- Excellent communication skills
- Able to work calmly and effectively under pressure
- A shared approach to problem-solving and achieving goals
- Strong organisational, personal time management and planning skills
- Ability to motivate and enthuse students, especially very able individuals



# What you can expect as a teacher at Sutton Coldfield Grammar School for Girls

Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in already well-established activities and where you will be well supported in taking any initiatives of your own.

You can expect:

- The initial support of a mentor;
- Full access to the induction programme;
- The support of your line manager in curriculum and disciplinary matters;
- Full support in your duties as a Form Tutor;
- Guidance in your career development through performance management and other opportunities;
- To be kept informed of issues relating to your job;
- An annual review of your overall performance.

## What Sutton Coldfield Grammar School for Girls expects from its teachers

- That you observe a smart, business-like code of dress. The school deems issues of Health and Safety and the impact on teaching and learning to be of paramount importance regarding the code of dress;
- That you follow the school rules and codes of practice;
- That you ensure that students in your charge and also around the school observe the rules and codes of practice;
- That your public attitude and behaviour gives positive messages to those around you;
- That you attend parents' evenings, open evenings, INSET days as required;
- That you take part in department, pastoral, and other development meetings as required;
- That you are aware of the aims of the school and the areas being developed in the current School Development Plan and that of your own department;
- That you keep up to date with developments in your own subject.

**At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.**

## How to apply

In order to apply for this post, please complete the Application Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview.

Completed applications should be emailed to [recruitment@suttcold.bham.sch.uk](mailto:recruitment@suttcold.bham.sch.uk) or sent to:

**Dr. Barbara Minards, Headteacher, Sutton Coldfield Grammar School for Girls, Jockey Road, Sutton Coldfield, B73 5PT.**

**Deadline for Applications:** Noon on Thursday 19 April 2018

**Interviews** will be held on Wednesday 25 April 2018. Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

## References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

## Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo Enhanced Disclosure clearance from the Disclosure Barring Service.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline;
- any relevant issues arising from references;
- any gaps in time not covered by details in the application form.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



# Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

**Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for Safeguarding and Child Protection: Mrs D. L. Long**

If this person is not available please contact

**Deputy DSL/SPOC: Miss S. Harper  
Mrs L. Vincent**

**Headteacher: Dr. B. Minards**

Everyone working with our students, their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Lead (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

***If anything worries you or concerns you, report it straight away.***

***The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.***