BOLTON SCHOOL

TEACHER OF SPANISH WITH FRENCH OR GERMAN

GIRLS' DIVISION, SENIOR SCHOOL

Required from September 2018, a dynamic and talented teacher with the potential to make a valuable contribution to a large, well-resourced and flourishing MFL department with an impressive record of examination and Oxbridge success. This position would suit a well-motivated, highly qualified individual with the potential and desire to enhance the girls' education, through both curricular and extracurricular activities. It would be equally suitable for an entrant to the profession or for someone with experience of other schools.

The successful candidate will be a well-qualified and committed teacher of Spanish, able to meet the rewarding challenge of enthusing our able and highly motivated girls from Year 7 to Sixth Form, both inside and outside the classroom. S/he will preferably be able to offer French or German in Key Stages 3 and 4 in addition to Spanish in all three Key Stages. S/he will hold a good honours degree and will be highly proficient in the spoken language(s) taught. S/he will also possess the talent and drive to promote the learning of Modern Foreign Languages through extra curricular activities and trips/ visits, including some during the holidays. S/he will be committed to the welfare and individual development of all the pupils in his/her care.

The successful candidate will be expected to demonstrate commitment to school improvement and will be fully computer literate: all teachers and pupils at Bolton School have an iPad to support and enhance their learning. Good communication skills, oral and written, are also essential. A detailed person specification is included with the application pack.

An attractive salary and benefits package are available. Teachers are paid an enhanced salary, currently 6% above the 'national' scale. The school participates in the Teachers' Pension Scheme administered by Capita on their behalf, and has a strong commitment to professional development.

The Department

The Modern Foreign Languages Department is extremely well regarded in the school, by colleagues, parents and students. There are currently eight teachers within the Department, including the Head of MFL (who is also Head of Spanish), the Head of German, and the Head of French. The Department employs three language assistants (French, Spanish and German) who have weekly contact with Key Stage 4 & 5 pupils. They are also available for help with younger pupils.

Three languages are taught to GCSE and A Level (French, Spanish and German). Teaching colleagues are passionate about their language(s) and convey this to pupils of all ages, who have confidence in the teaching which they receive. They successfully employ a variety of teaching methods and react positively to innovation, whilst maintaining high standards of grammatical accuracy. Teachers and learners have embraced the opportunity provided by the introduction of iPads in to the School and each girl has access to her text books and other resources via her own tablet.

Bolton School is one of the two independent hub schools which are engaged with the National MFL SCITT, based at Silverdale in Sheffield. The Department takes a leading role in supporting this ITT programme, as well as welcoming trainees from MMU and Manchester University.

The Department has six specialist and well-equipped language rooms. In addition, the Department has its own staff and resources room. The school Library also stocks a wide range of language materials.

Extra Curricular Provision and Academic Enrichment within the Curriculum

The Modern Languages Department is committed to the promotion of first-hand knowledge of languages, and the Spanish Department in particular offers a variety of trips. In recent years pupils in Years 7-9 have had the opportunity to go on a study visit to Navarredonda de Gredos, and Sixth Form students have regularly attended a study course in Cadiz. Other extra-curricular activities include attendance at lectures and conferences as well as regular film evenings. A willingness to support and, as appropriate, develop trips, visits and exchanges is essential.

Bolton School

Bolton School Girls' Division is a thriving, academically selective school, which caters for 1,000 girls aged between 3 and 18 years. It is part of the Bolton School Foundation, sharing facilities, expertise and a magnificent 32 acre campus with the Boys' Division and offering pupils single sex education in a co-educational environment- 'the best of both worlds'. The school is situated in an attractive, prosperous part of Bolton with easy access to some of the nation's finest cities and countryside.

Bolton School Girls' Division was founded in 1877 as the High School for Girls and it quickly gained the reputation for academic excellence, something it retains to the present day. In 1913 the first Viscount Leverhulme gave a generous endowment to the High School for Girls and the Bolton Grammar School for Boys on condition that the two should be equal partners known as Bolton School (Girls' and Boys' Divisions).

Bolton School is now one of the largest independent day Schools in the Country, with over 2,300 students in total, as well as over 500 staff. On the main campus, there are two single sex Junior schools, two single sex Senior schools and a mixed Infants school and Nursery. The current Headmistress is a member of the GSA and the Headmaster of HMC. The Bolton School Foundation also owns playing fields, a School Scout group headquarters building near to the main campus and Patterdale Hall, a 60-bed converted Victorian mansion in its own estate on the shores of Ullswater in northern Cumbria, which serves as our Outdoor Activities' Centre.

The Girls' Division

The Girls' Division consists of the Senior and Junior Girls' Schools and the coeducational Infants' School, each housed in its own building. Bolton School girls are academically ambitious and resilient: their behaviour is very good. There are between 100 and 125 girls in each Year group in Years 7-13 and about 50 girls in each year group in Years 3-6. There are 75 boys and girls in Reception and Years 1-2 in the Infants' School. Entrance to all Schools is selective and the aim of the Senior Girls' School is always to have 75% of pupils in the first quartile and 25% in the second quartile in terms of ability. Over 250 girls present themselves annually in January for the Senior School entrance examination for 125 places, with many of the candidates seeking Bursaries, which are awarded to those girls who perform most successfully in the Entrance Exam and whose parental income falls between certain

levels. Each year a number of new girls also join the Sixth Form, including some who are awarded means-tested Academic Bursaries.

Bolton School Bursaries (or Foundation Grants) help us achieve the founder's aim that any boy or girl from the age of 11 upwards should be able to benefit from the educational experience the School offers, regardless of parental means. One in five pupils is currently in receipt of such support, of whom many are on Full Bursaries.

Examination Results Across the School and in the Spanish Department

Public examination results consistently place Bolton School Girls' Division among the top schools in the UK:

GCSE Grades:

	2017 figures	**2016 figures**	**2015 figures**	**2014 figures**	**2013 figures**
Total number of candidates	**104**	109	125	115	116
Percentage pass at grade A* - C	**98.5%**	99.2%	99.5%	98.2%	99.5%
TOTAL GRADE A*, A	**553**	825	906	710	857
Percentage pass at grade A*, A	**63.6%**	71%	68.5%	59%	71.0%
TOTAL GRADE A*	**266**	403	435	347	405
Percentage pass at grade A*	**30.6%**	34.7%	33.0%	29.0%	33.6%
Grades 9-8	**21.2%**				
Grades 9-4	**98.6%**				

GCSE		**Spanish**								
BOARD		A*	A	B	C	Total A*, A, B, C	Total Entry	D	E	F
AQA	**Summer 2017**	17	11	14	4	46	47	1		
AQA	**Summer 2016**	16	14	15	7	52	53	1		

A Level Grades:

A LEVEL		Spanish								
BOARD		A*	A	B	C	D	E	Total Pass	Total Entry	U
AQA	**Summer 2017**		7	6	3			16	16	
AQA	**Summer 2016**	1	3	4				8	8	

	2017 figures	**2016 figures**	**2015 figures**	**2014 figures**	**2013 figures**
PERCENTAGE PASS	**100%**	99%	100.0%	99.1%	100.0%
Percentage pass at grade A* + A	**42.4%**	47.6%	51.6%	49.2%	52.7%
Percentage pass at grade A* - B	**76.6%**	72.2%	78.8%	75.9%	82.9%
Percentage pass at grade A* - C	**93.3%**	89%	92.8%	90.9%	93.0%
Percentage pass at grade A*	**12.9%**	16.3%	20.0%	15.7%	15.6%

In recent years all leavers have been able to transfer either directly, or after a gap year, to first degree courses in higher education, most to their first choice of institution.

Extracurricular Activities in School

An important feature of the School is the huge diversity of the extracurricular activities on offer to pupils and the School enjoys a considerable reputation for sport, drama and music. Teachers are paid an enhanced salary, currently 6% above the 'national' scale, in recognition of their contribution towards extracurricular activities in school. Community action and charitable giving are also features of school life and there is an expectation that pupils will take part in voluntary work and service to the community, inside and outside school, particularly as they advance in years. In 2017, the School was awarded the Queen's Award for Voluntary Service in recognition of all that is done in this area; we are the first school in the country to receive such an accolade.

Recent Developments within the Foundation

A new Infant School and extended Boys' Junior School were opened in summer 2009 and a new Girls' Junior School opened in 2010. Work commenced in July 2012 on a state of the art Sixth Form

Centre which opened for use in September 2013. The facility (which consists of recreational and study, but not teaching, spaces) is shared between the Girls' and Boys' Senior Schools and gives the girls and boys the opportunity to study and relax side by side, as an important staging post on their way to university. However, single-sex teaching up to Year 13 remains the norm, allowing us to offer 'The Best of Both Worlds'.

How to Apply

For further details, including information about the school's last inspection report, please visit the School's website (www.boltonschool.org) or contact the Headmistress's PA, Ms Hannah Caulfield via email (hcaulfield@boltonschool.org.uk) or on **01204 840201**. Please apply online for the position by going to: www.boltonschool.org/academic-roles. Prospective candidates are welcome to speak to the Head of Modern Foreign Languages (who is also Head of Spanish) in advance of their application.

Closing date for applications: **noon on Thursday, 1st March.** If candidates are called for interview, they will be notified by email no later than **noon on Friday, 2nd March** in order to book time off to attend the interview. Interviews will be held on either **6th, 7th or 13th March.** If a candidate cannot make one or more of these dates, s/he should email Hannah Caulfield (hcaulfield@boltonschool.org.uk) at the same time as submitting his/her electronic application.

The selection process will include the following:

- Tour of the school and meeting with members of staff;
- Informal interview with the Head of Modern Foreign Languages;
- A conversation with the Head of Subject in each of the languages offered by the candidate;
- Teaching all of one lesson (50 minutes) or part of two lessons - details will be sent with the invitation to interview;
- Formal interview with the Head and other members of the interview panel

Bolton School is committed to safeguarding and promoting the welfare of children and to equality and diversity in all aspects of employment. The successful candidate will be required to undertake an Enhanced Criminal Records Check for Regulated Activity.

JOB DESCRIPTION

SPANISH TEACHER (WITH FRENCH OR GERMAN)

GIRLS' DIVISION SENIOR SCHOOL

MAIN PURPOSE OF JOB:

To teach Spanish, and preferably French or German, alongside any other subject(s) reasonably required by the Headteacher. To support the school's aims and objectives and to contribute to the review and development of its policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.

MAIN DUTIES:

General Duties

- To promote the general progress and well-being of pupils and to share in the corporate responsibility for maintaining good order and discipline in line with the school's Behaviour Policy.
- To participate in the school's pastoral system when required, in accordance with the job description of a form tutor or year tutor as outlined in the separate job description and amplified in the Divisional Handbook.
- To safeguard the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere.
- To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after school sessions.
- To provide guidance and advice to pupils on educational matters.
- To cover for absent colleagues within the terms of the agreed procedures.
- To participate in meetings, administrative and organisational tasks related to the post.
- To attend assemblies.
- To carry out any reasonable duties as requested by the Head.

Specific Professional Duties

1. Teaching and Assessment

- To plan lessons for courses, having due regard to the curriculum.
- To teach pupils, according to their educational needs, for example by setting and marking (and otherwise assessing) work
- To assess, record and report on the development, progress and attainment of pupils.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To participate in arrangements for preparing pupils for external examinations.

2. Educational Methods

- To share, advise and co-operate with others on the preparation, development and review of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.
- To make appropriate use of textbooks, ICT and other learning resources.
- To review methods of teaching and learning activities from time to time.
- To keep up-to-date with research and developments in the subject(s) taught.

3. Working with others

- To participate in relevant meetings – departmental, staff, pastoral, INSET.
- To contribute to the programme for the induction and assessment of newly qualified and trainee teachers.
- To supervise any person providing support within the classroom.

4. Communication with Parents

- To communicate and consult with parents via year group consultation evenings.
- To liaise with the Head of Department and the relevant Head of School when further communication is deemed necessary.

5. Staff Development

- To participate in the school's Professional Review arrangements.
- To take responsibility for own professional development and to set objectives for improvements.
- To participate in arrangements for further training and professional development as a teacher.

6. General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The conditions of the Bolton School Salary Scheme provide enhancement to DfE salary provision in recognition of a strong contribution to the extra-curricular life of the school.

PERSON SPECIFICATION

SPANISH TEACHER (WITH FRENCH OR GERMAN)

GIRLS' DIVISION SENIOR SCHOOL

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Degree in relevant subject(s)	Essential	Application Form
Upper Second Class Honours Degree or above from respected University	Essential	Application Form
Recent participation in a range of in-service training	Desirable	Application Form
Knowledge of Health and Safety appropriate to role	Essential	Application Form & Interview
KNOWLEDGE/EXPERIENCE	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Classroom teaching experience within the senior age range	Essential	Application Form
Excellent relevant subject knowledge, at least up to A level	Essential	Application Form & Interview & Reference
An understanding of pupils' educational development from 11 -18 years	Essential	Application Form & Interview & Reference
Proven record for securing good public examination results, up to and including A level	Desirable	Application Form & Interview & Reference
Knowledge of effective teaching and learning strategies across the age and ability range	Essential	Application Form & Interview & Reference
An understanding of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children	Essential	Application Form & Interview & Reference
PERSONAL SKILLS AND ATTRIBUTES	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**

Good communication and interpersonal skills	Essential	Interview & Reference
The ability to prioritise time effectively and plan ahead	Essential	Interview & Reference
Commitment, enthusiasm and integrity	Essential	Application Form & Interview & Reference
Flexibility and a willingness to learn	Essential	Application Form & Interview & Reference
Organisational ability and attention to detail	Essential	Application Form & Interview & Reference
Ability to work as a member of a relatively large team	Essential	Application Form & Interview & Reference
A caring and kind approach, especially in relation to children	Essential	Application Form & Interview & Reference
A willingness to become involved in the wider life of the School	Essential	Application Form & Interview & Reference

TERMS AND CONDITIONS

SPANISH TEACHER (WITH FRENCH OR GERMAN)

GIRLS' DIVISION SENIOR SCHOOL

SALARY

The starting salary will be dependent on experience. Bolton School has its own salary scale which is related to, but more advantageous than, the national scale for Maintained Schools.

HOURS OF WORK

During term time staff will be expected to attend personally to such duties connected with the work of the school during any hours, including out of school hours, as the Head may reasonably direct. In addition, staff may be required by the Head to work for varying short periods after the end, and before the beginning of any term, as well as on the GCSE and A Level results days. All teachers will be expected to make a contribution to the extensive extra-curricular programme.

HOLIDAY

All school holidays as indicated for teaching staff (rather than pupils) except as described above.

LINE MANAGEMENT

Head of MFL and, ultimately, the Headmistress

PENSION

All teachers who join Bolton School will automatically become members of the Teachers' Pension Scheme unless they decide to opt out of the Scheme. The employee contribution will be as determined by the Teachers' Pension Scheme based on earnings; the employer will contribute 16.48%.

OTHER BENEFITS

- Academic staff who remain members of the Teachers' Pensions Scheme will be able to access the benefits provided by the scheme, including a guaranteed defined benefit pension on retirement, and death in service benefits.
- Where appropriate fee remission arrangements will be offered for children to attend the Senior School.
- In line with school policy teachers will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- The opportunity to take part in the Childcare Voucher Scheme will be available.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.
- Payment whilst absent will be in accordance with the current Teachers' Sick Pay Regulations, as defined in the School Teachers' Pay and Conditions Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in his/her application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire and a check will be made to see if a prohibition from teaching order exists along with a check of the Children's Barred List and an Enhanced Criminal Records Check through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a twelve month probationary period.