



Bristol  
Grammar  
School

# Job Description

Teacher of Spanish  
with French

Bristol Grammar School: a company limited by guarantee, company number: 5142007  
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Life changing

# Job Role Specification

**Post:** Teacher of Spanish with French

**Line Manager:** Head of Spanish / French

**Anticipated start date:** 01 September 2018

## Outline of Department

There are twelve members of staff in the faculty, all of whom teach both French and either German, Russian or Spanish. Spanish is taught from Year 7 which they study alongside French and then German and Russian are offered as a second modern language to GCSE from Year 8. Modern Languages occupy a major place in the school's curriculum and the study of at least one modern language is compulsory at GCSE. We have a dedicated subject-base where each classroom is equipped with a data projector and audio facilities; staff have their own laptop and iPad which they are expected to exploit fully in their teaching.

Students are taught French and Spanish in their tutor groups in Year 7. Optional languages are taught in mixed groups from Year 8 onwards. There are about 140 students in a year group and groups may contain up to 24 students for KS3/KS4 and up to 14 students in an 'A' level class; Spanish is a popular GCSE and 'A' level language choice and all candidates are expected to achieve grade C or above at GCSE every year.

In Spanish we use the *Viva* course books in Years 7 to 11 and all students sit the AQA GCSE examination. In the Sixth Form we use the OUP Spanish for A Level course book which we supplement with a variety of other materials; students sit the AQA examination at 'A' level. Alongside this, we offer a wide and varied programme of co-curricular opportunities: a cultural visit for Year 7 and 8 to Andalusia, a study trip to Valencia in Years 10 and 11 and to Madrid in the Sixth Form. The department is a vibrant and innovative environment and as such the successful candidate should be prepared to support and develop all teaching and learning initiatives.

In French we use the *Allez* course in Years 7 to 9 and the AQA GCSE course book in Years 10 and 11. Students sit the AQA examination papers both at GCSE and 'A' level; in the Sixth Form we use the accompanying textbook for the course. The normal pass rate at both levels is expected to be 100%. A busy co-curricular programme is offered alongside academic lessons with trips in Years 8 to 10 and a Sixth Form trip as well.

The development and use of ICT is a key aim for the Faculty as a whole and candidates must be ICT literate.

## Duties and Responsibilities

### Particular duties of all teachers at BGS include:

- Keeping up-to-date with developments of their subject particularly having regard to matters relevant to the secondary school curriculum
- Planning lessons carefully and ensuring that appropriate resources are available
- Maintaining good classroom discipline having regard to the behaviour policy of the School
- Regularly marking work in accordance with the marking policy of the department
- Providing assessment information, report grades and feedback for learning as required by the assessment and reporting schedule
- Observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times
- In the first year at BGS, attending the induction programme meetings
- Taking part in the appraisal procedures
- Acting as a Form Tutor unless other duties preclude this
- Acting as a House Tutor and supporting the Head of House in as wide a variety of House activities as possible

- Taking note of the special educational and health needs of individual students, following advice from the Director of Studies for Students' Learning Needs or Head of House or Director of Studies or School Nurse
- Referring concerns about the performance of students to the Head of Department
- Contributing to discussions of individual students or giving written advice on request from Form Tutors, Heads of Department, Director of Studies or Heads of House
- Attending Charter Day Service, Open Day, Entrance Exams, Prize Giving and other major School events
- Developing and maintaining good relationships with parents and the local community
- Contributing fully to the life of the School and to the co-curricular programme of the School
- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games and/or activities which can include almost anything of interest to both staff and students. Applicants should indicate their areas of interest and expertise.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

# Candidate Specification

It is expected that the Teacher of Spanish with French will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable
A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School and department	L	I E
Have experience of teaching KS3, KS4, KS5 and of preparing students for Oxbridge entrance	L	D
Be a graduate in French and Spanish or a closely related discipline	L	E
An enthusiastic and approachable nature		I E
A sense of humour and an optimistic, resilient style when faced with pressure		I E
The ability to develop good working relationships with all members of the School community	L	E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I E
Be able to create a challenging and effective learning environment for all students	L	I E
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages student progress and a sense of adventure		I E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L	E
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations	L	I E
Use assessment data to challenge and motivate students of all abilities and inform future planning and targets	L	I E
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing students' performance)	L	D
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with any challenging behaviour</li> <li>• Professional attitudes to use of authority and maintaining discipline</li> <li>• Understanding of safeguarding and promoting the welfare of young people</li> </ul>	L	I E



# Working hours and conditions

Working Hours	Normal working hours will be those necessary to carry out the duties of the post as Teacher of Spanish with French.
Salary	The salary will be determined by the BGS Teachers' Scale.
Pension	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

## Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr R I MacKinnon, and should be sent to Miss Rose Moscrop, HR Administrator, Bristol Grammar School, University Road, Bristol, BS8 1SR, [bgshr@bgs.bristol.sch.uk](mailto:bgshr@bgs.bristol.sch.uk)

**The closing date for applications is Monday, 29 January 2018, at 9am.**

**Interviews are currently planned for Tuesday 06 February 2018.**

***Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.***