

WELLINGTON
COLLEGE



Job Description

Job Title:	Teacher of Spanish
Date:	February 2018
Department:	Modern Foreign Languages
Reports To:	Head of Spanish
Responsible For:	n/a

Purpose of the Position:

To fulfil the teaching requirements as directed by the Head of Department, according to the overall aims of the school.

To offer support to the learning, pastoral and co-curricular needs of individual students through the school's pastoral policy, core values and five 'I's.

Departmental Information

Modern Foreign Languages

The MFL department offers 5 mainstream languages: French; German; Mandarin, Spanish and Russian. There are 20 full-time teachers, 7 foreign language assistants and 1 Hanban Mandarin teacher. As part of the Native Language Enrichment programme, a range of additional languages are taught outside the timetable by part-time tutors.

Languages are taught in a modern, purpose-built two-storey building consisting of 11 classrooms, 1 large and fully functioning Televic Language IT suite and 3 dedicated oral rooms. IT facilities across the department are excellent – teachers are provided with tablets and all rooms are equipped with projectors.

The Spanish Department

The Spanish department consists of eight full-time teachers of Spanish, most of whom also teach another language. We also have two part-time assistants who support lower-school lessons and deliver 30-minute individual oral classes for pupils in the 6th form. The department is committed to bringing Spanish culture to life through engaging lessons, trips, competitions and a range of cultural activities. Teachers joining the department should have excellent subject knowledge and an interest in teaching literature and film. They need to be flexible, have a positive disposition towards challenges and change, embrace new teaching methods and share resources openly. They should show a willingness to contribute to the wider life of the department through running clubs, organising cultural activities and encouraging pupils they teach to take part in competitions. Spanish is an option in year 9 and is taught at iGCSE (Edexcel) in years 10 and 11. In 6th form, Spanish is offered in the IB at Ab Initio, Standard and Higher level, as well as at A-Level (AQA).

MFL at Wellington College

MFL teachers at Wellington College believe that lessons should be engaging and interactive. Target language is used as much as possible and strong emphasis is placed on developing pupils' ability to communicate effectively in the language that they are studying. Pupils' appreciation of target-language culture is developed both in lessons and beyond the classroom through local and international trips, theatre and cinema visits, debating, drama, verse reading, service projects and a range of competitions. Evening and lunchtime extension workshops provide opportunities for further enrichment and consolidation.

The MFL Curriculum

Prior to entry in year 9 (3rd form), students opt for any 2 languages from a choice of French, German, Spanish, Mandarin or Russian. German, Mandarin and Spanish are offered at beginners and post-beginners levels. French is only available to those who have studied it before. There is a separate programme for native speakers of these languages. In year 10 (4th form) students opt for at least one language, following the Edexcel IGCSE curriculum.

WELLINGTON COLLEGE



French, Spanish, German and Mandarin are available in IB Diploma (Ab Initio, Standard and Higher Level). In addition, German is offered as Language A: Language and Literature. All 4 languages are also available at A level. The Native Language Enrichment Programme offers overseas and bilingual students the opportunity to develop their native language and where available, pursue a qualification (iGCSE/GCSE). These are offered according to demand by part-time tutors outside normal timetabled hours.

Main Tasks and Responsibilities:

In addition to the general duties of a teacher at Wellington (see Purpose of the Position), the post holder is expected to:

- teach across the full age range from year 9 to year 13
- teach a standard timetable allocation (currently around 36 lessons of 60 minutes in a twelve day timetable cycle)
- play a role in the extra-curricular life of the Department, including contributing to: off-timetable workshops, extension programmes, pre-university seminars, competitions, etc.
- make a positive contribution to the efficient running of the Department, including setting and marking examinations, attending departmental meetings, undertaking administrative and other tasks as delegated by the Head of Department
- enhance the quality of teaching and learning in the Department and wider College through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in continuing professional development
- actively safeguard and promote the welfare of children
- support the College's aims and objectives for teaching and learning
- adhere to and promote all College policies and procedures

Beyond the Classroom

All teachers at Wellington are expected to contribute fully to the extra-curricular and pastoral life of the College. It is the norm for teachers to coach sport at the appropriate level and to help deliver service or CCF activities on Wednesday afternoons. As tutors, teachers are allocated to a Boarding or Day House and are responsible for monitoring and enhancing the academic and pastoral welfare of a group of pupils within that House. This involves meeting the pupils regularly both individually and as a group, liaising between teachers and parents, taking supervision duties in the house and being involved generally in the House community.

The College expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach games, direct plays, support and organise Society meetings and take pupils on trips to concerts/theatre locally and in London.

A full seven-day-a-week boarding school such as Wellington must obviously look after and cater for the pupils entrusted to it at weekends. Staff should be aware that Wellington teaches on Saturday mornings and expects teachers to participate enthusiastically in the activities that are offered to pupils during weekends including: sport, social events, Chapel services, musical rehearsals and many other things.

Person Specification:

Educational Attainment

- Good level degree in Spanish (essential)
- Master's or Post-Graduate qualification in a related subject (desirable)
- 3 A Levels, IB or equivalent
- 8+ GCSE A*-C (English and Maths essential) or equivalent

Knowledge and Experience

WELLINGTON COLLEGE



Essential	Desirable
<ul style="list-style-type: none"> • Thorough knowledge of the (13-18) subject Curriculum – GCSE/IGCSE and A/IB level • Involvement in extra-curricular activities (professional, amateur or voluntary) 	<ul style="list-style-type: none"> • Recognised teaching qualification, such as a PGCE, or equivalent experience • Teaching experience at A/IB level • Awareness of Safeguarding requirements and good practice within a boarding school setting • High level of IT literacy
<p>Skills and Personal Qualities</p> <ul style="list-style-type: none"> • Capable of delivering inspirational and informative lessons to the full age and ability range of pupils at the College • Able to demonstrate a positive and authoritative rapport with senior and junior pupils • Excellent and effective classroom management skills • Excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors • Organised and self-motivated, with a proven record for meeting targets and deadlines • Have a sharp and progressive vision of the subject and of teaching and learning in a successful and dynamic school • Able to perform well and remain professional whilst under pressure • A dedicated team-player, who strives for excellence and leads by example • Committed to boarding school life and willing to engage in a range of extra-curricular activities • Tactful and discreet, whilst mindful of observing Safeguarding and professional standards • Demonstrate a strong commitment to personal continuous professional development • Display a smart and professional appearance, representing the College in a positive manner <p>Essential Values, Behaviours and Attitudes</p> <p>All employees are expected to actively promote and demonstrate the five core values of the College:</p> <ul style="list-style-type: none"> • Kindness • Integrity • Respect • Responsibility • Courage <p>In addition, the College expects all staff to show ambition and display curiosity both personally and professionally with a focus on encouraging these behaviours within the pupil body.</p>	

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

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

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.