

HEAD of SPANISH

INTRODUCTION

Cranleigh School seeks to appoint for September 2018 a well-qualified, visionary and enthusiastic teacher to lead the Spanish Department. This post would provide an excellent opportunity for an experienced and innovative teacher with a proven track-record at Sixth Form Level and Oxbridge who has some management experience, or an enthusiastic teacher looking for their first middle management position. The ability to teach a second language to GCSE level would be desirable.

Building on excellent exam results the successful candidate will inherit a highly effective and enthusiastic department and will be able to offer high-quality leadership to further develop it. In addition, he or she will also have the opportunity to play a full role in the life of a very busy and successful school.

Cranleigh School is a leading fully co-educational independent boarding and day Senior School consisting of around 630 girls and boys of 13 – 18 years of age. There is also a Preparatory School on the opposite side of the road which has around 330 girls and boys.

THE CURRICULUM

On arrival in the IVth form (Year 9) students take one or two Modern Languages of their choice from French, German and Spanish. Spanish is an increasingly popular choice and the Fourth Form curriculum caters for both beginners to the language and those who have previously studied Spanish at CE level. The focus during this year is providing all pupils with the grammatical and lexical foundation to enable them to access the GCSE course.

Pupils sit the AQA GCSE examination in Spanish at the end of Upper Fifth (Year 11). Uptake of the subject at GCSE level is strong; it is a core part of the curriculum to take a language at GCSE level but many pupils opt to study two. Spanish is also a popular subject choice at Sixth Form level, where pupils can choose from the two year AQA AS qualification or the linear A-Level, which are currently taught separately. Experience in teaching literature and film at Sixth Form level is essential, as this is now a crucial component of the new specifications.

The department has been at the forefront of teaching and learning innovations at Cranleigh, pioneering the use of technology for learning, and since January 2018 all pupils have their own school iPad for use in lessons and prep. The successful candidate will be confident to lead the department in continuing to develop teaching and learning in this area.

THE DEPARTMENT

There are currently eight teachers of Modern Languages at Cranleigh, all of whom teach more than one language. In addition, the school has a conversation assistant for each language and Sixth Form pupils enjoy pair or individual sessions with the assistants on a weekly basis. The departmental team is a friendly and open one, committed to providing all pupils with the opportunity to fulfil their potential and teachers are innovative in their approaches to pedagogy. Weekly department meetings give the opportunity for colleagues to share good practice and resources as well as discuss pupil progress.

Lessons are taught in 50 minute periods and take place within a well-resourced, purpose-built classroom block, with each teacher having their own classroom. Teachers are all issued with a school iPad and are strongly encouraged to make use of this resource in their teaching.

RESPONSIBILITIES OF THE POSITION

A Head of Department at Cranleigh is responsible to the Head and to the Deputy Head Academic and is expected to operate effectively in three broad areas:

- Academic leadership
- Administration
- Team management

Specific responsibilities include:

- teaching to the highest standard across all year groups, aiming to be the foremost exponent of the teaching of the subject within the department;
- overseeing the continuing development of the schemes of work across the age-range;
- keeping abreast of changes to the curriculum and, in conjunction with the Deputy Head Academic, choosing specifications for the department;
- taking responsibility for staffing, rooming, timetabling and setting for the department;
- leading weekly departmental meetings;
- ensuring the continued professional development of all members of the department;
- providing written reports, report grades and summative assessment marks and departmental reviews by the deadlines set;
- contributing to the preparation of students for tertiary education (including Oxbridge);
- managing the department budget

THE PERSON

Leading an academic department in such a busy school requires very high levels of organisation, enthusiasm, energy and commitment. We aim to recruit a visionary leader to guide the department through the recent curriculum changes, capitalising on the opportunities they provide for cultural awareness and development as well as linguistic proficiency. The successful candidate will set an outstanding example through his or her teaching, and contribute to strategic planning at Heads of Departments' meetings.

In addition s/he would be expected to get involved in all aspects of this busy boarding school including acting as a tutor to a group of students within a House including some of the delivery of the School's PSHEE programme. This would normally include one evening duty per week. All teachers are expected to contribute to the School's co-curricular programme and co-curricular activities alongside their academic responsibilities.

The accompanying information, 'Why teach at Cranleigh?' gives an impression of the ethos to which it is expected that the successful candidate will contribute.

If you have any questions or would like to discuss any aspect of the post informally, please get in touch with Mrs Angharad Simpson, Head of Spanish by email in the first instance: ams@cranleigh.org

THE APPOINTMENT

The appointment is from September 2018.

Candidates should state fully what their particular interests are and where they think they can make contributions to the wider life of the school.

Cranleigh School has its own salary scales significantly above the maintained sector and the successful applicant will be offered a salary commensurate with their qualifications and experience. Accommodation is available if required and salaries are adjusted accordingly. Significant fee concessions are available at both Cranleigh Preparatory School and Cranleigh School.

Further details and application forms are obtainable from the School website or the Head of School Administration. Candidates are requested to submit a brief letter of application, together with the completed application form supported by a full CV, as soon as possible and no later than **5.00 pm** on **Thursday 15th March**. Applications will be considered as they are received and should be sent to: The Headmaster, Cranleigh School, Horseshoe Lane, Cranleigh, Surrey, GU6 8QQ or via email to mrp@cranleigh.org

We are committed to the safeguarding of children and enhanced disclosure screening will apply to this post.