



The Abbey School

The independent day school in Reading for girls aged 3-18

Head: Mrs Rachel S E Dent, BA (Hons); QTS

HEAD OF SPANISH DEPARTMENT

To start September 2017

Background

The Abbey School is an independent GSA day school for girls aged 3 to 18 years. Founded in 1887 the school enjoys an enviable reputation of academic excellence, a rich history, a caring pastoral environment and a wide breadth of extra-curricular activity for each individual. With exceptionally high ratings in the national league tables and a thriving International Baccalaureate diploma programme, The Abbey School is the only independent school in the Berkshire area to offer such outstanding opportunities to academically able girls. The girls themselves are motivated, enthusiastic and co-operative and there is a happy, purposeful atmosphere to the school. This is evidenced in the recent ISI Inspection Report in which The Abbey received the very highest ratings in every category.

The staff at The Abbey School form a strong and professional community of highly skilled, dedicated and enthusiastic people. The governors and management team are committed to supporting the continuing development of its staff and maintain a good working environment with the necessary policies and procedures in place to support this. We recruit only the highest calibre staff who are lively, enthusiastic and committed. In return we aim to provide opportunities for employees to reach their own full potential for their benefit and the benefit of the school as a whole.

The role

We are seeking an outstanding teacher of Spanish to lead a vibrant and committed department. The successful candidate will be a gifted Spanish linguist, have high academic and professional standards and be committed to building on the strength and popularity of the subject throughout the School. She/he will have the experience or the potential to be a capable and energising leader and will manage the delivery of an appropriate Spanish curriculum which is challenging, differentiated and well resourced. The Head of Spanish reports to the Head of Languages and should expect to teach the subject throughout the school from Year 8 up to and including IGCSE, A Level and/or International Baccalaureate and Oxbridge preparation.

The department

Spanish is taught in the Junior School at KS2 and in the Senior School from Year 8 to Sixth Form Level. The Spanish department at The Abbey School is very proud of its record at IGCSE, IB Standard and Higher Levels, AS and A2. The subject is very popular and several students continue to study it at University, either as a Modern Languages degree or as part of another degree. Other modern languages taught are French and German. At the end of Year 9 pupils select one of the three languages for IGCSE, although potential linguists are encouraged to continue with two languages. Italian is taught in the Sixth form. The ability to teach other languages is an advantage but not essential.

All staff are either Form Tutors or Assistant Form Tutors and are expected to take part in the pastoral care of the pupils and to be involved in extra-curricular activity. They undertake various supervision duties according to a rota. The post-holder may also be required to carry out other duties appropriate to the post, as agreed and arranged by the School.

In addition to the duties expected of every teacher at The Abbey School, a Head of Department is expected to:

Leading and Managing

- Inspire a positive atmosphere in the Department which enables all staff to develop and maintain an enthusiastic attitude towards the subject and confidence in teaching it;
- Oversee the general welfare of teachers within the Department;
- Support professional development of teachers, delegating appropriate responsibilities as a part of professional development;
- Support trainee teachers, NQTs/new staff, as required, in conjunction with the Director of Science;
- Support colleagues, where appropriate, in the development of classroom management strategies;
- Keep clear electronic records of all pupils' attainment and progress in the subject including internal assessments, internal and external examination results and share this data as required with the Director of Science;
- Complete and check external examination entries and forecast grade sheets in consultation with the Examinations Officer;
- Organise and oversee arrangements for Coursework, Controlled Assessment and Internal Assessment and submit marks and sample punctually;
- Oversee setting, production and marking of internal examinations;
- Hold regular department meetings with an agenda, minutes, action points and opportunities to exchange best practice and follow up on any agreed action points;
- Attend and contribute to Heads of Department meetings and other committees as required;
- Produce and update a Departmental Development Plan which contributes to and draws down from the Science Department Development Plan and the School Strategic Development Plan;
- Produce and update a Departmental Handbook which contributes to and draws down from the Science Department Handbook;
- Produce and update an annual budget for the department in consultation with the Bursary and Director of Science;
- Manage and deploy teaching staff, financial and physical resources within the department effectively, including completing allocations in conjunction with the Director of Science;
- Liaise with the colleague responsible for Cover to make appropriate arrangements for classes when members of staff are absent;
- Participate in the recruitment and interview process for teaching posts when required;
- Be prepared for and be able to respond to a crisis situation e.g. where members of the department may be required to work remotely or in a different way;
- Demonstrate the flexibility to respond to the short, medium and long term needs of the school.

Teaching and Learning

- Establish high standards for teaching and learning within the department and encourage teachers to achieve expertise in their subject teaching;
- Keep up to date with changes/initiatives in the subject, examinations and requirements for university study of related courses;
- Through the Professional Review process and other methods, evaluate the quality of teaching and learning occurring in the Department using this to identify good practice, any training needs and establish action plans for any areas of development;
- For the start of each academic year, ensure that appropriate schemes of work (and any supporting documentation) are produced for all the courses of study and ensure that these schemes of work are available to, and followed by, the appropriate teacher teams and that they are kept under review;

- Analyse internal and external examination results and review teaching and learning in the light of these results, including feeding back to the Director of Science;
- Make effective use of assessment data to inform planning and training for teachers within the department and target setting for pupils;
- Encourage innovative and imaginative curriculum work within their department(s) and where possible in cross-curricular ventures;
- Ensure that their department(s) offers enrichment activities and educational visits for all pupils, taking into account the needs of those particularly gifted and/or interested in the subject area;
- Ensure that activities and resources are in place to support pupils who require help with the subject, including, where necessary, preparing candidates for Oxbridge and other Higher Education pathways;
- Establish links with the wider community to enhance pupils' learning;
- Ensure that the overarching school policies relating to health and safety, safeguarding and welfare of pupils and staff are understood and deployed appropriately within the department.

A teaching member of an academic department will be required to undertake the following professional duties.

Teaching: (in each case with regard to policies and curriculum of school and department)

- plan and prepare lessons and homework;
- teach, according to their educational needs, the pupils assigned, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- assess, record and report on the development, progress and attainment of pupils;
- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- liaise with the Head of Department about departmental matters;
- prepare and develop courses of study, teaching and examination materials methods of teaching and assessment, as required;
- participate in arrangements for preparing pupils for examinations, invigilate the examinations and assess performance as required;
- Develop knowledge and professional competencies.

General Administration:

- attend weekly staff meetings, and other meetings as required;
- assist at and attend official functions eg entrance tests, exhibitions, speech day and other events;
- attend school assemblies;
- register pupils;
- supervise pupils as requested;
- have an awareness of and follow the school health and safety policy and code of behaviour;
- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Other Activities:

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her, so that pupils may reach their full potential;
- provide guidance and advice to pupils as appropriate;
- attend parents' meetings as required;
- supervise and, so far as practicable, teach any pupils whose teacher is not available to teach them;
- enter into the extra-curricular activities of the school;
- Undertake such other duties as the Head may reasonably request from time to time.

Salary and Benefits

- Salary will be dependent on experience and qualifications, in line with the National Teachers' Salary Scale up to UPS 3, with an additional Abbey Allowance.
- Staff are members of the State Teachers Pension Scheme.
- Lunch is provided
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available

Health and Safety

It is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures.
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work.
- To co-operate with employers in order to ensure that employers' duties can be performed and complied with.
- To report all accidents and damage immediately.
- To report all observed hazards or dangerous occurrences immediately.
- To neither intentionally, nor recklessly, interfere with any equipment provided.

Security

- All employees are required to remain vigilant on the school premises and to report any security issues to the Head of Finance and Resources immediately.

Child Protection

- The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment.
- The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process.

Terms of Employment

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at www.disclosuresdb.co.uk

For more information on our lively and well resourced school and for an application form, please visit the Vacancies Page on our website www.theabbey.co.uk.

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to recruitment@theabbey.co.uk

Interviews will only be arranged following our receipt of a completed application form.

For enquires please contact recruitment@theabbey.co.uk