



St Dunstan's
College

TEACHER OF SPANISH

Recruitment Information

Employment Status	Full Time, Permanent
Required From	January 2019
Job Location	Senior School
Application Closing Date	1200 on Thursday 27 September 2018
Interviews Week Commencing	Monday 1 October 2018



WELCOME TO ST DUNSTAN'S COLLEGE

Welcome to St Dunstan's!

We are very proud of this community and believe we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett
Headmaster

ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 125 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Family Society' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



THE DEPARTMENT

Modern Foreign Languages (MFL) at St Dunstan's is a vibrant, energetic, and forward thinking department with a team of excellent practitioners. The Department has modern curricula, emphasises the importance of target language in all teaching, and is very well resourced, including in regard to ICT.

In Year 7 students have the free choice of two languages from Spanish, French and German. At the end of Year 9 students choose to follow either one or two languages through to IGCSE in Years 10 and 11. We follow the Pearson Edexcel course at IGCSE and the AQA course at Advanced Level. Spanish, French and German are all studied through the school successfully to A Level, and every year the department supports language and linguistic based applications to prestigious institutions of higher education. In 2018 62% of GCSE students taking Spanish achieved A*-A grades, and 67% achieved A*-B grades at A Level.

MFL is taught in a suite of five well-equipped classrooms which facilitates the use of the latest technology in ICT. All the courses from Years 7 - 13 are supported digitally and the provision of online and departmentally stored resources is excellent. Use of ICT in language teaching is imaginative and creative and the public and departmental server for all three languages acts as a valuable archive for teaching materials and a learning resource for students.

There is a strong sense of communal purpose and collaborative efficacy amongst the MFL Department. All members of the Department communicate a genuine enthusiasm for their subject to the students they teach. They willingly and routinely offer support and give advice to students when required on a one-to-one basis or in the weekly support clinics. Furthermore, there is a provision of additional support, off timetable, to help students prepare for their oral and to improve their examination technique. We also develop the linguistic capabilities of our more talented and bilingual students with our GMAT (gifted, more-able and talented) programme.

THE ROLE

The successful candidate will be a Spanish specialist to A Level. The ability to offer another language at Key Stage 3 (and ideally 4) is desirable but not essential. The successful candidate will show an active interest in, and enthusiasm for, the development of students' linguistic knowledge and capability, in and beyond the classroom. The successful candidate will play a full part in supporting and shaping the Department's co-curricular provision, including clubs, competitions, seminars, trips and visits. The position is ideal for a dynamic and enthusiastic teacher; whether early in their career in teaching, or seeking to develop their existing classroom practice as part of a supportive and well-qualified department. The successful candidate will be expected to teach Spanish across the age range, and to contribute readily to the development of the Department's curricular and co-curricular programme. Collaborative teaching approaches and further professional development opportunities are available, and the successful candidate should be looking to grow as part of a team.

JOB DESCRIPTION

Responsible to: Head of Modern Languages

Teaching and Assessment

- Plan, prepare and deliver lessons in line with Department Schemes of Learning and Assessment and Senior School policy.
- Assess, record and report on student attainment, learning and progress in accordance with Department Schemes of Learning and Assessment and Senior School policy.
- Set and mark classwork and homework regularly, and in accordance with Department and Senior School policies.
- Support the supervision, marking and moderation of internal examinations and coursework or controlled assessment as required.
- Prepare for and attend Parents' Evenings and other parent-teacher events as requested, maintaining constructive and developmental dialogue with students and families then and at other times.
- Support Department and School guidance and advice to students regarding GCSE, A Level and Further Education choices as appropriate.
- Collaborate and contribute positively to Departmental Development Planning, including in relation to Schemes of Learning and Assessment, the creation of teaching and learning resources, and co-curricular initiatives as appropriate.
- Routinely reflect on professional practice, and actively engage with training and professional development expectations and initiatives at by the College.
- Consult early and honestly with your line manager regarding any concerns that might impact on the fulfilment of your responsibilities or the learning of your students.

Safeguarding and Pastoral Care

- Always ensure College safeguarding expectations and priorities are met by understanding and complying with the College Safeguarding Policy at all times.
- Consult with appropriate members of the Pastoral team should you have concerns of student wellbeing, safety, or behaviour, and follow College record keeping and referral procedures.
- Maintain good order and manage the learning and wider behaviour of students at all times and in all contexts, via the appropriate use of both rewards and sanctions in line with School policy.
- Fulfil the responsibilities of being a Form Tutor if required.

Co-curriculum and College

- Support and contribute to wider co-curricular activities in the College, including, if appropriate, the Forder Programme.
- Support colleagues by providing cover for absence when required.
- Invigilate internal or external examinations as required.
- Support and attend relevant College events, acting and interacting professionally and in support of College values at all times.

Administration and Organisation

- Keep appropriate records in relation to student attendance and behaviour using the College information management system, iSAMS.
- Keep an up-to-date and complete markbook, which is made regularly available for scrutiny by your Head of Department or line manager.
- Complete administration associated with probation, appraisal and professional development as appropriate in a timely and efficient manner. Carry out other duties as reasonably required by the College.

COMPETENCIES OF A TEACHER AT ST DUNSTAN'S COLLEGE

All teachers at St Dunstan's College are expected to:

- fulfil the Principles of Excellent Teaching and Learning (PETALs) set out by the College*
 - fulfil the Principles of Excellent Pastoral Care (PEPCs) set out by the College**
 - enrich the co-curricular life of the College by engaging with pupils beyond the confines of the classroom.
 - further their understanding of subject and pursuit of knowledge
 - engage in academic discourse with pupils and staff
 - balance work commitments by demonstrating
- high levels of personal organisation, planning and prioritisation
 - express themselves clearly and articulately to pupils and staff
 - welcoming and engaging with the many ideas, views and thoughts associated with a progressive organisation
 - embrace technological change and innovation
 - support the progress of all pupils, no matter what their needs, and through the effective use of educational data, as appropriate.
 - be self-reflective enough to recognise their own strengths and weaknesses as a teacher and be proactively involved in their own professional development

*Principles of Excellent Teaching and Learning (PETALs)

Teachers at the College deliver lessons that demonstrate:

1. **Planning.** Lessons are organised, well resourced, and located within a coherent scheme of learning.
2. **Engagement.** Students are actively focused on their learning.
3. **Teaching.** Teachers show strong subject knowledge and successfully challenge students to think for themselves.
4. **Assessment.** Teachers check and respond to student understanding and progress within and across lessons.
5. **Learning.** Lessons have clear learning outcomes based on high expectations.

**Principles of Excellent Pastoral Care (PEPCs)

Staff at St Dunstan's College provide excellent pastoral care by being:

1. **Fair.** Students are treated in a consistent, reasonable and fair manner.
2. **Proactive.** Staff are aware of their students' circumstances, and are able to intervene early to prevent issues from arising or worsening.
3. **Involved.** Staff have positive and open relationships with their students. Students feel that the staff know and understand them, and are comfortable speaking with staff, even about sensitive issues.
4. **Responsive.** Staff react quickly to pastoral concerns, informing Tutors, Heads of Year and/or the DSL as appropriate, and providing the immediate attention that a student may need to feel reassured.
5. **Consistent.** Staff are consistent in their expectations of high standards of behaviour and academic conduct from the students. Staff hold students accountable for their actions, rewarding positive behaviours and applying sanctions in a fair and prescribed way when behaviour falls short of expectations.

Professional Attributes

The following professional attributes are expected from all staff:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgement, patience, integrity and honesty, self-awareness.





PERSON SPECIFICATIONS

The following Experience and Skills are Essential/Desirable

	Essential	Desirable
A good degree in Spanish or Modern Foreign Languages	X	
Further education in Modern Foreign Languages, a related discipline, or Education		X
Teaching experience of Spanish at A Level	X	
Teaching experience of French and/or German at KS3 and/or 4		X
A teaching qualification		X
A passion for subject and a high level of subject knowledge	X	
A willingness to engage with Modern Foreign Languages beyond the classroom	X	
Successful examination experience in similar boards		X
A strong work ethic and high levels of personal organisation	X	

THE PACKAGE

Salary: Competitive

Pension: Teachers' Pension Scheme (TPA)

Benefits: Tuition fee remission* (25%)
 Private Health Care Insurance (50% paid by employer)
 Free lunch and beverages during term time
 Free off road parking
 Reduced health club membership
 Salary Sacrifice Schemes including Childcare Vouchers, Tax Free Childcare and Bike2Work
 Season Ticket Loan
 Free winter and summer social events
 Annual flu immunisation
 Use of College leisure facilities including gym, tennis courts and pool*

* Conditions apply