



**HORIZON  
COMMUNITY  
COLLEGE**

# RECRUITMENT PACK

**Teacher of Spanish**

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**February 2020**



School Ready; Work Ready; Life Ready

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## Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will

enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day.**
- develops the character and skill set of all, through the belief that we are **'Positive Role Models'**.
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School Ready; Work Ready; Life Ready.



**Nick Bowen**  
**Executive Principal**



**Claire Huddart**  
**Principal**

**We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.**

# Vision Overview 2020-2025

## Vision

### School Ready; Work Ready; Life Ready

**Ambition**

Our Curriculum and Culture:

- aims to **challenge every learner, in every lesson, every day.**
- develops the character and skill set of all, through the belief that we are **Positive Role Models.**
- ensures that there are **opportunities for all** through our personal development and Careers and Enterprise programmes.

**Values**

Tolerance Teamwork Kindness Respect Pride Engagement Questioning Independence Organisation Resilience

<b>Aims</b>	<b>Equity of Opportunity</b> To remove academic and social barriers and ensure equitable access to qualifications, programmes and wider opportunities in College.	<b>Global Readiness</b> An ambitious curriculum that ensures students gain the knowledge, skills and cultural capital needed to graduate with options to be highly successful and make a positive contribution to the community and beyond.	<b>High Expectations</b> Students are challenged and supported to reach their highest academic potential. An extensive personal development programme allows students to build character and resilience ensuring personal growth year on year.	<b>Strong Community</b> Engage with our students, families, staff and community to cultivate a safe and welcoming College built on mutual respect and courtesy so all learners thrive. Students recognise risk and know how to stay safe.	<b>Culture of Kindness</b> A culture of Kindness throughout the College, with caring and culturally proficient, tolerant students and staff.
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# CORE VALUES

## At Horizon Community College

<p><b>PRIDE</b></p> <p>Wear full College uniform at all times</p> <p>Take pride in all you do and actively look to improve your work</p>	<p><b>ORGANISATION</b></p> <p>Bring correct equipment to every lesson</p> <p>Organise your time and complete homework to the best of your ability</p>	<p><b>ENGAGEMENT</b></p> <p>Be focussed and attentive in lessons act on advice and feedback</p> <p>Seek to discover new things &amp; be prepared to take risks</p>	<p><b>QUESTIONING</b></p> <p>Contribute in every lesson</p> <p>Ask questions to deepen your knowledge and understanding</p>	<p><b>RESPECT</b></p> <p>Follow staff instructions the first time &amp; every time</p> <p>Be honest and polite to others</p>
<p><b>KINDNESS</b></p> <p>Be considerate and supportive of others</p> <p>Treat others as you would expect to be treated</p>	<p><b>TEAMWORK</b></p> <p>Engage with cooperative learning</p> <p>Take on an active role within the team, readily sharing ideas and information</p>	<p><b>TOLERANCE</b></p> <p>Value others regardless of sexuality, race, faith gender or disability</p> <p>Accept the quirks of others</p>	<p><b>INDEPENDENCE</b></p> <p>Demonstrate dedication &amp; commitment</p> <p>Be self-disciplined and evidence self-direction</p>	<p><b>RESILIENCE</b></p> <p>Persevere and recognise it is alright to make a mistake</p> <p>Respond well to constructive criticism</p>

## Child Safeguarding Policy

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. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<http://www.horizoncc.co.uk/safeguarding/>

## Vacancy Details

Role: Teacher of Spanish

Salary: MPS/UPS

Type: Permanent

Closing Date: Monday 24<sup>th</sup> February 2020 at 12 noon

To Start: Easter or September 2020

This is a very exciting time to join our MFL department, who are focused on achieving the best possible outcomes for every child. Underpinning this is the development of a curriculum which builds on skills developed at KS2 while supporting the growing demands of the revised GCSE specification. There is an excellent mix of experience and talent within a team of staff who are passionate about their subject, enthusiastic about innovation, collaborative in their working practices and committed to raising standards.

At Horizon, a Spanish teacher must be someone with a fierce love of the language, who is talented, motivated and can inspire students to achieve their full potential. A particular benefit for staff that are new to the profession is the individually tailored support they will receive within the department from MFL colleagues with designated mentoring responsibilities. As part of this dynamic and successful team, you must therefore be committed to achieving the highest standards and possess the creativity to maximise the use of our state-of-the-art resources and facilities.

Horizon also offers the successful candidate a whole-hearted commitment to professional learning that places individual development at the heart of its ethos. The College provides an excellent inhouse training programme of Continuing Professional Development for NQTs, RQTs and beyond, enabling staff to benefit from excellent opportunities to enhance their practice and realise their career potential.

## Job Description

<b>Service Area: Horizon Community College</b>	
<b>Job Title: Teacher of Spanish</b>	
<b>Grade: MPS</b>	
<b>Responsible to: Subject Leader - MFL</b>	
<b>Employee Supervision: None</b>	
<b>Date agreed:</b>	<b>By whom:</b>
<p><b>Purpose of Post:</b></p> <p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and ensure delivery of high-quality teaching and learning for which the teacher is accountable.</p>	
<p><b>Duties and Responsibilities:</b></p> <p>The Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.</p> <p><b>1. Planning, Development and Co-ordination</b></p> <ul style="list-style-type: none"> <li>To set challenging teaching and learning objectives which are relevant to all pupils' in their classes</li> <li>To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess pupils learning.</li> <li>To select and prepare resources, and plan for their safe and effective organisation, considering pupils' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate.</li> <li>To contribute to teaching teams, meetings and events.</li> <li>To plan for the deployment of any support staff who are contributing to pupils' learning.</li> <li>To plan opportunities for pupils to learn in out of school contexts.</li> <li>To produce long and short-term planning in accordance with College policy and procedures and within acquired deadlines.</li> <li>To implement and review the subject development plan in conjunction with line manager.</li> <li>To develop and audit schemes of work and other documentation related to the use of Spanish within the College and to support cross curricular delivery including subject support for colleagues to enable curriculum requirements to be met.</li> <li>To develop strategies for the use of Spanish to promote new teaching methods and improve learning throughout the College and monitor their effectiveness in raising standards of teaching and learning.</li> <li>To lead or contribute to professional development activities as part of the planned programme for the College and to promote the sharing of good practice.</li> <li>To manage the resources available for Spanish and make recommendations to maintain and develop curriculum provision.</li> </ul> <p><b>2. Monitoring and assessment</b></p> <ul style="list-style-type: none"> <li>To make appropriate use of the College monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives.</li> <li>To use monitoring and assessment information to improve planning and teaching.</li> </ul>	

**3. Teaching and class management**

- To have high expectations of pupils and build successful relationships centred on teaching and learning. To establish a purposeful learning environment where diversity is valued and where pupils feel safe, secure and confident.
- To teach the required or expected knowledge, understanding and skills relevant to the curriculum for pupils' in their age range.
- To teach clearly structured lessons or sequences of work which interest and motivate pupils, making learning objectives clear, employ interactive teaching methods and collaborative group work.
- To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning.
- To differentiate teaching to meet the needs of pupils of all ability ranges considering varying interests, experiences and achievements in boys and girls and different cultural and ethnic groups to help them make good progress.
- To organise and manage teaching and learning time effectively.
- To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of support staff where appropriate.
- To set high expectations for pupils' behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate pupils' behaviour constructively and promote self-control and independence.
- To use ICT effectively in delivery of teaching and learning.
- To take responsibility for teaching a class or classes over a sustained and substantial period
- To provide homework and other out- of-class work which consolidates and extends work carried out in the class and encourages pupils to learn independently.
- To work collaboratively with other professionals and manage the work of support staff to enhance pupils' learning.
- To recognise and respond effectively to equality issues as they arise in the classroom and challenge stereotyped views, bullying and harassment in accordance with school policy and procedures.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- To attend and participate in regular meetings.
- To participate in training, continuous professional development and other learning activities as required including participation in the school's performance management arrangements.

**4. Specific duties relating to this post**

- The application of national, Local Authority, whole-school and departmental policies relating to the teaching of Spanish
  - The duties of a form teacher if required.
5. The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.
6. This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Management Team as required. Trade union representation will be welcomed in any such discussions.

Date job description revised:

By whom:

### Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post title: Teacher of Spanish	School: Horizon Community College		Grade: [Grade]
Attributes	Criteria	How identified (either application form or interview)	Rank (Essential or minor)
Relevant Experience	Experience of teaching Spanish at secondary level	Application form/Letter	Essential
Education and Training Attainments	Teaching qualification	Application form/Qualification certificate	Essential
	Degree in a relevant subject	Application form/Qualification certificate	Essential
	Evidence of training in use of up-to date ICT	Application form/letter	Essential
	Commitment to further professional development	Application form/letter	Essential
General and Special Knowledge	Recent developments in courses and syllabuses in Spanish	Application form/letter	Essential
	Assessment practices and requirements in Spanish	Application form/letter	Essential
	Application of ICT to the teaching of Spanish	Application form/letter	Essential
	A good knowledge of the Secondary National Strategy in relation to the teaching of Spanish	Application form/letter	Essential
	Demonstrate knowledge and understanding of current educational developments		Essential



## Employee Benefits

The college offers the following benefits to its staff in addition to competitive salaries:

- Access to Local Government or Teachers' Pension Scheme
- Excellent access to the college by public transport – direct trains to Barnsley from Leeds, Huddersfield, Sheffield, Wakefield, Meadowhall.
- Proximity to the M1 and A628 – around 30 minutes commute from Leeds, Huddersfield, Sheffield, Rotherham, Doncaster.
- Comprehensive staff wellbeing offer including: free breakfast; access to local authority wellbeing support; in-college HR wellbeing guidance and access to counselling; staff workload review; flu vaccinations; free access to the college gym
- A comprehensive professional development programme for teaching and support staff, including opportunities for achieving professional qualifications and supporting career progression
- Free Microsoft Office 365 and OneDrive for personal use for up to five machines/devices

Horizon Community College is committed to ensuring and promoting the wellbeing and professional support of all staff under its care.

## The Application Process

Please read the Guidance Notes for Applicants before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

**This is an exciting and rewarding role and we look forward to receiving your application.**

Should you wish to discuss the role further please contact us on 01226 704230.