



# **SOUTHEND HIGH SCHOOL FOR GIRLS**

**an Academy Grammar School**



## **Head of Spanish**

**Candidate Brief**

**March 2019**





# Southend High School for Girls

An Academy Grammar School and Language College  
Headteacher: Ms F J Brierley MA



March 2019

Dear Candidate

Thank you for your interest in our current vacancy.

As you will see from the accompanying details, Southend High School for Girls is a thriving school with able and personable students.

The Senior Leadership team is a dynamic and hard working group who lead an excellent staff.

We are looking for a Teacher of Spanish for our highly successful faculty to teach up to A Level. The ability to teach French as well whilst not essential would be advantageous. Applications will be assessed on professional competence, engagement with students and good 'people' skills.

We will write to all applicants to keep everyone informed, but those who are short-listed will be contacted as soon as possible after the closing date.

The interviews will be held on Thursday 4<sup>th</sup> April 2019 and will include a tour of the school. However, please do not hesitate to contact Tania Overall if you would like to visit the school prior to this.

I hope you will apply and I look forward to hearing from you.

Yours sincerely

Fiona Brierley  
Headteacher



Southend High School for Girls is the trading name of Southend High School for Girls Academy Trust.  
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Registered in England Company No: 07487455



## Southend High School for Girls

### Head of Spanish

TLR 2b

#### Required for September 2019

We are seeking a Teacher of Spanish for our highly successful faculty to teach up to A Level.  
The ability to teach French as well whilst not essential would be advantageous.  
For an existing Head of Department with an outstanding record of leadership,  
this could develop to a Director of Faculty role.

The Spanish department consists of a team of experienced, enthusiastic and committed teachers who gain excellent results. It has its own IT suite and embraces innovation.

#### The successful candidate will:

- Lead the department to extend further excellent academic performance
- Lead with enthusiasm, skill and decisiveness and communicate clearly
- Contribute to the Progress Board
- Have high expectations of staff and students
- Take responsibility for the profile and development of your department
- Track the achievements of students in your faculty

#### We can offer you:

- Highly motivated, ambitious students
- Excellent facilities
- A strong, highly qualified staff team and an ethos of tolerance and respect
- A commitment to ongoing professional development
- An environment which promotes innovation

Southend High School for Girls is a selective school which gained an 'outstanding' Ofsted report in December 2011

Application forms are available at [www.shsg.org](http://www.shsg.org)

Any queries please contact Tania Overall on 01702 583076 e-mail [recruitment@shsg.org](mailto:recruitment@shsg.org)

Closing date: **Monday 25<sup>th</sup> March 2019 (midday)**

Interview Date: **Thursday 4<sup>th</sup> April 2019**

*All staff at Southend High School for Girls have a responsibility for safeguarding and promoting the welfare of children. The successful applicant will be required to complete an enhanced DBS check. This is a customer-facing role needing fluent spoken English.*



## Southend High School for Girls

### an Academy Grammar School

#### Job Description

**TITLE: Main Professional Grade Teacher**

**RESPONSIBLE TO: Headteacher**

**The teacher will:**

- Carry out the duties of a schoolteacher as set out in the National Standards for Qualified Teacher Status and as set out in the School Teacher's Pay and Conditions Document
- Promote the philosophy and policies of the school
- Maintain a positive and professional approach
- Form and maintain appropriate, professional relationships with pupils, colleagues, parents, governors, other agencies and the wider community and adhere to the School's Code of Conduct
- Contribute to the life of the school e.g. by supporting school events, 11+, Primary Liaison and extra-curricular activities
- Keep the Headteacher fully aware of any problems, educational social and medical concerning the pupils
- Carry out the duties of a Form Tutor
- Treat as a professional confidence any information concerning individuals gained in the course of working in school and adhere to GDPR guidelines
- Provide to a deadline, written plans, records (including registers) and reports as required by the Head, LEA and DfE and ensure that required documentation is readily available at all times
- Provide accurate assessment data at TA and mock points of the year
- Be a pro-active member of the whole school team and participate fully in staff meetings, planning meetings and In-Service Education Programmes
- Take an active lead in the development and monitoring of a subject area(s), which will embrace collaborative and cross-curricular teaching approaches
- Keep abreast of current educational thinking and practice and attend relevant meetings in order to facilitate the work of the school
- Extend their professional development in line with the school's needs
- Be prepared to teach across the whole age range and ability range, assessing student work and giving informative feedback which enhances learning
- Accept changes in their roles and responsibilities to meet the needs of the school

**In particular, teachers must:**

- Create and maintain a purposeful working atmosphere
- Demonstrate a secure knowledge of the National Curriculum and other required teaching programmes
- Mark and assess in line with school policy
- Offer informative feedback and expect responses to feedback from students

- Set appropriate and demanding expectations for pupils learning and presentation of work
- Ensure that pupils have a clear understanding of learning objectives and targets
- Respond to individual needs
- Engage and motivate pupils and maintain pace through lively exposition and effective questioning
- Manage other adults in the classroom effectively
- Ensure that their classroom, and any other area for which they are responsible, is tidy, attractive and organised according to school guidelines
- Know and adhere to health and safety requirements
- Safeguard and monitor pupils welfare

**Teachers are expected to carry out other such duties as may be reasonably required by the Headteacher**

**All staff at Southend High School for Girls Academy Trust must display commitment to the protection and safeguarding of children and young people and have up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.**

# **Southend High School for Girls**

## **an Academy Grammar School**

### **Person Specification**

The Governors are seeking to appoint an enthusiastic person to teach Spanish, with the ability to teach across the age and ability range. It is likely that the person appointed will meet most, if not all, of the following criteria.

#### **Experience**

The post is for an experienced Qualified Teacher who has the ability to teach Spanish to A Level who is seeking to extend their experience in a large, high-achieving school.

#### **Education and Training**

The person appointed will:

- be recognised by the DfES as a qualified teacher
- have obtained a degree in Spanish or related discipline, or other appropriate qualification
- be committed to his/her ongoing development as a professional teacher
- manage their time effectively meeting all deadlines
- committed to the education of able students in a selective setting
- be highly professional at all times

#### **Special Abilities and Aptitudes**

The Governors would like to appoint someone who can demonstrate their ability to:

- motivate our students and stimulate their interest in Spanish
- use ICT effectively to enhance teaching and learning;
- ensure progress and improvement for all students
- communicate well, adapting their style to the appropriate audience

In addition, we are looking to appoint someone who:

- is an energetic, committed and creative professional;
- is prepared to work as part of a strong team;
- will be willing to contribute towards the development of the department and its resources;
- will be a committed tutor for a group of pupils;
- will be willing to contribute to extra-curricular activities within the school
- build positive and productive working relationships with others

The person appointed will be required to provide proof of their qualified teacher status and all academic qualifications. A DBS check will be necessary for this post.

All staff at Southend High School for Girls have a responsibility for safeguarding and promoting the welfare of children.

Year 13 - Academic Year 17/18										
142 Students										
Year 13 GCE A Level										

Year 11 GCSE		Year 11 - Academic Year 17/18 149										Students	



												Cumulative % per subject											
GCSE FULL COURSE 9-1	Total subject score	% 9	% 8	% 7	% 6	% 5	% 4	% 3	% 2	% 1		% 9	% 8	% 7	% 6	% 5	% 4	% 3	% 2	% 1			
English Language	1056	16.78	19.46	28.86	26.85	6.71	1.34	0.00	0.00	0.00		17	36	65	92	99	100	100	100	100			
English Literature	1073	16.78	23.49	32.21	19.46	6.71	1.34	0.00	0.00	0.00		17	40	72	92	99	100	100	100	100			
Food Preparation and Nutrition	62	22.22	22.22	22.22	11.11	0.00	22.22	0.00	0.00	0.00		22	44	67	78	78	100	100	100	100			
French	512	15.79	26.32	11.84	22.37	14.47	3.95	5.26	0.00	0.00		16	42	54	76	91	95	100	100	100			
Geography	504	25.00	27.94	25.00	11.76	7.35	1.47	1.47	0.00	0.00		25	53	78	90	97	99	100	100	100			
German	300	6.25	10.42	20.83	31.25	27.08	4.17	0.00	0.00	0.00		6	17	38	69	96	100	100	100	100			
History	503	37.50	28.13	18.75	14.06	1.56	0.00	0.00	0.00	0.00		38	66	84	98	100	100	100	100	100			
Mathematics	1056	8.72	31.54	33.56	14.77	8.72	2.68	0.00	0.00	0.00		9	40	74	89	97	100	100	100	100			
Music	95	6.67	33.33	6.67	13.33	26.67	6.67	6.67	0.00	0.00		7	40	47	60	87	93	100	100	100			
PE	89	25.00	16.67	41.67	8.33	8.33	0.00	0.00	0.00	0.00		25	42	83	92	100	100	100	100	100			
Physics	899	25.00	25.00	29.17	15.83	5.00	0.00	0.00	0.00	0.00		25	50	79	95	100	100	100	100	100			
Religious Studies	337	38.64	13.64	31.82	11.36	2.27	0.00	2.27	0.00	0.00		39	52	84	95	98	98	100	100	100			
Spanish	313	33.33	19.05	19.05	19.05	7.14	2.38	0.00	0.00	0.00		33	52	71	90	98	100	100	100	100			
												Cumulative % per subject											
GCSE FULL COURSE A*-F	Total subject score	% A*	% A	% B	% C	% D	% E	% F	% G		% A*	% A	% B	% C	% D	% E	% F	% G					
Ancient History	140	25.00	55.00	15.00	5.00	0.00	0.00	0.00	0.00		25	80	95	100	100	100	100	100					
Art (Critical & Contextual)	92	41.67	58.33	0.00	0.00	0.00	0.00	0.00	0.00		42	100	100	100	100	100	100	100					
Business Studies	87	23.08	46.15	15.38	15.38	0.00	0.00	0.00	0.00		23	69	85	100	100	100	100	100					
Chinese	6	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		0	0	100	100	100	100	100	100					
Dance	6	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		0	0	100	100	100	100	100	100					
Economics	306	17.78	66.67	2.22	11.11	0.00	2.22	0.00	0.00		18	84	87	98	98	100	100	100					
Further Maths	233	24.24	54.55	21.21	0.00	0.00	0.00	0.00	0.00		24	79	100	100	100	100	100	100					
Graphic Design (D&T)	250	44.12	38.24	14.71	2.94	0.00	0.00	0.00	0.00		44	82	97	100	100	100	100	100					
Media Studies	124	29.41	58.82	11.76	0.00	0.00	0.00	0.00	0.00		29	88	100	100	100	100	100	100					
Textiles Technology (D&T)	121	43.75	50.00	6.25	0.00	0.00	0.00	0.00	0.00		44	94	100	100	100	100	100	100					
												Cumulative % per subject											
	Total subject score	% 9/9	% 9/8	% 8/8	% 8/7	% 7/7'	% 7/6	% 6/6	% 6/5	% 5/5	% 5/4	% 9/9	% 9/8	% 8/8	% 8/7	% 7/7'	% 7/6	% 6/6	% 6/5	% 5/5	% 5/4	% 4/4	% 4/3
	138	3.45	3.45	27.59	13.79	10.34	10.34	6.90	10.34	6.90	6.90	3	7	34	48	59	69	76	86	93	100	100	100
Sports Leaders UK Award	Entry	Level 2																					
Sports Leaders Level 2	97	97																					
Arts Award	Entry	Gold L3	Silver L2	Bronze L1																			
Arts Award	122	1	19	102																			



## Southend High School for Girls an Academy Grammar School

Ofsted – Outstanding (December 2011)

*‘Southend High School for Girls is an outstanding school. All aspects of the school’s work are excellent and the great majority of parents, carers and students are extremely pleased with the quality of education and the care, guidance and support it provides.’ (OFSTED)*

Southend High School for Girls is a girl’s Selective grammar school based at the eastern side of Southend. There are currently 1,187 students in the top 26% of the ability range. 180 girls are admitted into year 7 annually. There are 317 students in the mixed sixth form.

The School was founded in 1913 and moved to the present site in 1957. The buildings are situated in beautiful grounds which include tennis courts, hockey pitches, a football pitch and facilities for athletics. Within school facilities include 10 laboratories, over 500 computers, a sports hall; with fitness suite, an art and technology block, a well-stocked library, sixth form block and specialist facilities for media, music, drama and dance. A significant new build of eight classrooms opened in October 2018 which houses geography and English.

*‘The curriculum is innovative in providing an outstanding range of opportunities to ensure students study the subjects they want, and have enrichment activities that widen their experiences.’ (OFSTED)*

The senior team was delighted when one of the Ofsted inspectors said “the school is at the forefront of innovation”. Year 7 have a ‘flexible Friday’ every other week when they concentrate on one topic for a whole day. For example, they learn about a medieval village by enacting it with lord and knight and peasants. We create similar curriculum days for all year groups on a less regular basis. This facilitates group learning and teamwork and develops the students’ abilities to articulate their ideas. All students take two languages at KS3 and at least one language to GCSE. The majority of students take triple science at GCSE. At A’ level the school offers over twenty subjects.

*‘Teaching is excellent, never less than good and effective in promoting outstanding progress and sustained high levels of achievement.’ (OFSTED)*

The School has a long and well-established tradition of academic excellence. It is one of the most successful schools in Southend; regularly in the top 100 state schools nationally. The majority of our students are retained into the sixth form and after A’ levels go on to Higher Education, mostly to the best universities and colleges.

**2018:** Progress 8 measure = +0.72  
GCSE 100% 5 A\* - C (9 – 4)  
A Level 75% A\* - B  
6 students gained places at Oxford or Cambridge  
2 students went to medical school  
1 student went to veterinary school



***'Students' progress is outstanding' (OFSTED)***

We believe that our bright students have the right to the best teaching: teaching and learning are our core purpose. There is a strong commitment to CPD for all staff in the school; there is rigorous training for Trainee Teachers and NQTs as well as opportunities at middle management level. Teachers are well supported by accomplished associate staff.

The school has an extensive outreach programme. It facilitates primary PE events and has a Fronter (VLE) ambassador on the staff. We also lead on innovative work in maths across the Borough. We have a tradition of dialogue with and support of other schools. In September 2014 became an accredited ITT Provider and runs the Southend SCITT.

***'The range of out of school activities is excellent and extremely well supported by students.'***  
***(OFSTED)***

Education here extends well beyond examinations. There are numerous and challenging opportunities for students: the engineering scheme, World Challenge, project work in Vietnam, maths challenge, exchange trips, visits to theatres, concerts, lectures and art galleries. The School is regularly in the finals of the National Athletics and Cross Country. The athletics team has represented England, four times in recent years, at the World School Games. About 125 girls take instrumental lessons and drama and music play a central role in the life of the school. Most year 9 students take their Bronze Duke of Edinburgh Award. Some progress to Silver and Gold. The School has been awarded the coveted International Award four times, which acknowledges the extensive work done in the curriculum to promote international understanding. Students also take Arts Awards at bronze, silver and gold levels.

We have also gained the Healthy Eating Award, Eco-school status and Arts Mark Gold.

***'Pastoral arrangements are outstanding and class tutors have exceptionally good relationships with their students.'***  
***(OFSTED)***

SHSG is known for its pastoral care and has a reputation as a happy school. There is a strong pastoral system with a Learning Manager responsible for each year group. In addition, there is a House system which encourages students to take responsibility and work for others. The school raises over £10K a year for charity.

The School has always aimed to help young people develop independent, open minds, curiosity and a keen sense of responsibility. We want them to relish their learning and their experiences, to attain a very good education and to have the resilience and strength of character to enjoy a fulfilling life and contribute to their community.



## **Southend High School for Girls Curriculum Information**

### **AIMS**

Southend High School for Girls is a selective school and aims in its curriculum to develop its students to their full potential to enable them to become responsible, active members of society and to lay the foundations for lifelong learning.

The School aims to provide a broad, balanced curriculum which will stimulate and challenge students to achieve their best and which will instill intellectual curiosity and a love of learning.

The curriculum is enriched by an international dimension and an awareness of other cultures.

### **11-16 CURRICULUM**

At Key Stage 3 students study subjects in the National Curriculum. Students undertake an accelerated (2 year) Key Stage in years 7 & 8. The curriculum is also enhanced by the study of German or Spanish and drama.

At Key Stage 4 students will undertake courses leading to GCSE examinations in at least nine subjects. A range of subjects is offered including Business Studies, Media Studies, Drama, and Physical Education.

All students follow a Religious Studies programme of study leading to either Full or Short Course GCSE.

In PE students have the opportunity to complete a Sports Leader award and in art the opportunity to complete the Arts Award.

The PSHCEE programme addresses issues of personal development, cross-curricular issues, citizenship, economic education and study skills.

There is a programme of careers education and guidance. Students are prepared for the world of work through the careers and PSHCEE programmes, enrichment days, certain aspects of the taught curriculum and through work experience.

Year 7 are not timetabled for lessons one day per fortnight and participate in cross-curricular activities on or off site.

Students in Years 8 & 9 take part in cross-curricular themed days throughout the year.

### **DIFFERENTIATION**

Individual students' strengths and weaknesses are identified by the use of data as well as performance in the classroom and through homework. These inform planning for teaching and learning. Students are formally assessed at regular intervals and information shared with parents via SIMs.

"Groups" are monitored and interventions are applied where necessary. The progress of Pupil Premium children is monitored throughout the year. Impact and funding are evaluated annually.

Form tutors discuss progress with tutees throughout the year on a rolling programme, using information from termly assessments. Departmental schemes of work identify tasks and assessments for students of different levels of ability, together with strategies for supporting weaker students and extending the more able.

Schemes of work are regularly reviewed.

Support may take the form of help from a sixth-form student, mentoring sessions, differentiated tasks, Individual Action Plans, use of "maths angels", lunch time open houses or peer mentoring.

## **ACADEMICALLY MOST ABLE STUDENTS**

The School aims to ensure that the most able students are identified, that appropriate provision is made for them in class and in extra-curricular activities and that they have the opportunity to work with students of similar ability.

Students are identified by departments. Students who show advanced social skills or leadership qualities are identified by Learning Managers and form tutors. Students who may be underachieving are identified by the use of data. A register is kept of AMA students. This is made available to staff. AMA students are challenged by opportunities to engage in higher-order tasks, to work independently and creatively in class and at home.

Opportunities and appropriate resources for extension and enrichment are identified in schemes of work.

A wide variety of extra- curricular activities is provided to challenge and stimulate.

The AMA coordinator has oversight of provision and liaises with the SLT line-manager and the named AMA Governor.

## **EXTRA-CURRICULAR OPPORTUNITIES**

There are numerous opportunities to broaden students' experiences through a variety of clubs, visits and exchanges abroad, speakers, field trips, sporting activities, choirs, orchestras, wind band, jazz band, concerts, theatre trips, Flexible Fridays, Insight into Industry days, Insight into Management and Culture days, Sixth form Induction and special activity days for year groups.

## **SPIRITUAL AND MORAL DEVELOPMENT**

This is achieved through:

- a) A programme of assemblies which encourages the involvement of students
- b) The Religious Studies course
- c) Aspects of the PSHCEE programme
- d) Students involvement in charity work through the House system
- e) The ethos of the school which emphasises care for the individual, respect for others and personal responsibility
- f) Incorporation of British Values in the life of the school

## **GROUPING**

On entry in Year 7 students are placed in 6 mixed ability tutor groups. In the autumn term of Year 7 students are organised into sets for mathematics. In Year 8 students are placed in sets for Mfl.

## **POST 16 CURRICULUM**

Students are offered a wide range of academic courses leading to A Level qualifications. Some ab initio courses are offered. Students have the opportunity to achieve the EPQ.

There is a full PSHE programme, which includes cross-curricular issues, citizenship, careers guidance and work shadowing.

Students have the opportunity to take part in community work and sporting activities. They have the opportunity to complete the Sports Leader award.

Students are prepared for the world of work through the careers and PSHCEE programmes, enrichment days, certain aspects of the taught curriculum, work experience, work shadowing and community work.





## Location Map of Southend High School for Girls



## Southend High School for Girls Staff Benefits

We are committed to recruiting, developing and supporting excellent staff within the School. Alongside our continued focus on continuing professional development we also offer a variety of other benefits. These benefits have been chosen to help our employees develop professionally, plan their finances and look after their wellbeing.

**MA bursary** - We offer teaching staff the opportunity to further their knowledge and understanding of education by offering a contribution to the cost of a Master's degree

**CPD** - Alongside our programme of external training for all staff we offer teachers mentor training as part of our graduate trainee programme

**Discounts** – All staff qualify as Key Workers and we promote special offers to key workers

**Gym** – We provide free out of school use of the School's fitness suite to all staff

**Childcare Vouchers** – All employees are eligible for tax-free childcare vouchers as part of a salary sacrifice scheme

**Occupational Health** - The School has comprehensive Occupational Health services. Their primary role is to prevent ill health and provide support to staff when they are ill.

**Allocated on site free parking** – SHSG has onsite free parking for all staff with allocated spaces for senior staff.



## **Southend High School for Girls, Safe Recruitment Procedure**

Southend High School for Girls is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, the academy follows a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

### **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### **Shortlisting**

Only those candidates meeting the right criteria will be taken forward from application.

### **Interview**

1. Shortlisted candidates will take part in an in-depth interview process including a lesson observation.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.



## Applications

Application forms are available on the vacancies pages of the school website

[www.shsg.org](http://www.shsg.org)

For paper copies please either telephone Tania Overall, PA to Headteacher, on 01702 583076

or e-mail [recruitment@shsg.org](mailto:recruitment@shsg.org)

Applications are welcome by e-mail or post.

