



# CLAIRES COURT

## Application Pack

**Teacher of Spanish (with French)**

Required for September 2021

# Our School

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Our curriculum extends far beyond the basics and offers a wealth of opportunities and stimuli. The boys and girls experience an education which equips them really well for life in an ever changing, fast paced and challenging world.

At Claires Court our aim is to develop our boys and girls to succeed in life and we achieve this by having a strong and coherent learning philosophy, called the Claires Court Essentials. This is underpinned by our Key Values and together they help develop happy young people with deep feelings of self-worth and self-belief. As an all through diamond structure school, we offer girls and boys the unique opportunity to thrive in surroundings that suit their learning and social needs best.

It is our job as educators to ensure that we provide multiple opportunities which enables access for children, builds a have-a-go mentality and develops interests in diverse areas. Whatever a child's starting point in life, developing their internal motivations to succeed is the most effective way of ensuring they will be successful as learners and collaborative members of their society.

## **Junior & Senior Girls (4-16) Nursery (co-ed 3-4+) Sixth Form (co-ed 16-18) College Avenue**



## **Junior Boys (4-11) The Thicket, Maidenhead Thicket**



## **Senior Boys (11-16) Ray Mill Road East**



## The Role

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We are seeking to appoint an outstanding teacher of Spanish, from September 2021, to join our highly committed and professional Modern Foreign Languages Department, working at our Senior Girl's school and Sixth Form.

The successful candidate will be experienced at teaching Spanish to pupils of all abilities across Key Stages 3 to 5. Additionally the capacity to teach French to key stage 3 and 4 is a significant advantage. The post would suit an experienced practitioner who is committed to raising standards, delivering excellent lessons and enthusing pupils through their passion for the subject. This is a part-time post working approximately 50% of timetable.

To be successful in this role, you must be:-

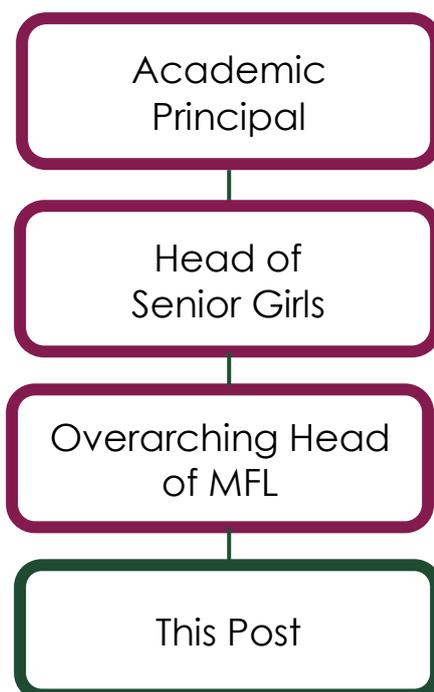
- Suitably qualified with QTS in the appropriate age range and subject
- Able to plan and deliver high quality lessons across Key Stages 3 to 5
- Passionate in using your knowledge of current theory and practice in teaching and learning to provide highly effective curriculum delivery, in a stimulating and enjoyable way
- Ready to utilise the benefits of an independent curriculum that is innovative and flexible in terms of delivery and content
- An enthusiastic team player, willing to participate fully in the School's extra-curricular programme and wider school life
- Engaged with the School's ethos, thinking creatively and reflectively within an open, honest and hardworking team.

Above all you must want the very best for our pupils and be prepared to put their needs first. You recognise the importance of educating the whole child within a broad curricular and co-curricular programme, and of achieving high standards. In return we offer a positive working environment, with supportive colleagues and regular opportunities for professional development and training.



## Reporting Structure

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## Job Specification

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### Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the School's policies under the leadership of the Head of Senior Girls, Head of Sixth Form and the Overarching Head of MFL. To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has pupils who achieve well.

### A. Teachers' Standards

In addition to the School's general requirements and key responsibilities set out below, Teaching Staff must also have regard for the Teachers' Standards set out by the Department for Education. As a minimum, a Teacher must:-

1. Set high expectations which inspire, motivate and challenge pupils
2. Promote good progress and outcomes by pupils
3. Demonstrate good subject and curriculum knowledge
4. Plan and teach well-structured lessons
5. Adapt teaching to respond to the strengths and needs of all pupils
6. Make accurate and productive use of assessment
7. Manage behaviour effectively to ensure a good and safe learning environment
8. Fulfil wider professional responsibilities

## **B. Key Responsibilities**

1. Effectively teach pupils of all abilities across Key Stages 3 to 5, planning, preparing and delivering engaging and challenging lessons which enable all pupils to make good progress in their learning.
2. Use a range of appropriate classroom management strategies to maintain high levels of behaviour and discipline and deal promptly and effectively with misbehaviour in accordance with the School's policies.
3. Where appropriate, use ICT in preparation and delivery of lessons, in the tracking and reporting of pupils and in accordance with the general professional expectations of teaching staff.
4. Recognise each student as an individual, for instance liaising with the SENCO and EAL co-ordinators and supporting the gifted and talented.
5. Regularly mark pupils' work, including homework, carefully and conscientiously and provide pupils with regular written and verbal feedback on their learning, employing strategies to promote independent learning.
6. Write and deliver regular reports on pupil progress to parents and guardians, giving clear and constructive feedback in accordance with the School's policies.
7. Develop own teaching practice, and support colleagues' development, in line with whole School initiatives.
8. Be responsible for identifying and participating in further professional development and continuous INSET as appropriate/required to maintain a thorough and up-to-date subject knowledge and wider developments relevant to your work\*.
9. Contribute to the whole School aims, policies and practices including those in relation to pastoral care, behaviour, discipline and bullying.
10. Lead and/or support through participation extra-curricular activities.
11. Assist in the development of new schemes of work/programmes of study, in the updating of current schemes of work/programmes of study and assist with preparing the department for external inspection (currently ISI) as required.
12. Support and be prepared to implement strategies to promote the School's values.
13. Attend staff meetings, pastoral meetings, open evenings and parents' evenings (and other functions of a similar nature) as deemed necessary by the Head and/or Senior Management Team.
14. Work safely for own protection and the protection for others (see also Health and Safety policy).
15. Undertake any additional responsibilities, including cover work and participation in the school's arrangements for performance management, as required by the Head and/or Senior Management Team from time to time.

*All responsibilities outlined in this job specification are subject to review and change from time to time.*

(\*NB: this is in addition to the in-house INSET sessions held at the beginning and end of each term which all staff are expected to attend in accordance with the published staff term dates calendar.)

# Person Specification

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The School will seek evidence of the following criteria from:-

- Application form
- Letter of application
- References
- Interview
- Qualification certificates

REQUIREMENT	
Education, training and qualifications	<ul style="list-style-type: none"> <li>- Qualified to degree level (or equivalent), holding QTS in the appropriate subject and age range</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>- High level of subject knowledge and current curriculum requirements</li> <li>- Up to date knowledge of the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of learning and achievement for all pupils</li> <li>- Thorough understanding of current education policies and practice, in particular relating to Safeguarding and Health and Safety</li> </ul>
Experience	<ul style="list-style-type: none"> <li>- Applicants must have experience teaching Spanish across KS3 to KS5</li> <li>- Applicants ideally have experience of teaching French across KS3 TO KS4</li> <li>- Has employed strategies/initiatives to improve pupil attainment</li> <li>- Evidence of working successfully as a member of a team</li> </ul>
Skills	<ul style="list-style-type: none"> <li>- Able to teach pupils of all abilities and ages to a high standard, utilising excellent classroom teaching skills to enhance pupil learning</li> <li>- Promote the School's aims positively and use effective strategies to enthuse pupils with a love of learning</li> <li>- The ability to deliver the curriculum in an imaginative and exciting way</li> <li>- Create a happy, challenging and effective learning environment</li> <li>- Innovative in approach to teaching and learning</li> <li>- Proficient in the use of ICT (or a commitment to undergo training to this end)</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>- Professional in approach and appearance</li> <li>- Strong interpersonal skills to effectively communicate with staff, parents and pupils</li> <li>- Good team player, willing to make a full contribution to the work of the department and the extra-curricular programme</li> <li>- Committed to the protection and safeguarding of children and young people</li> <li>- Understands and is willing to uphold, the core values of Claires Court</li> <li>- Well organised with high expectations of achievement and behaviour</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>- Ability to travel other sites, as required</li> </ul>

# Further Information

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## CO-CURRICULAR

The School has a vigorous and varied co-curricular programme and, subject to timetable arrangements, the successful applicant will be expected to deliver two or more After School Activities.

After school activities take place each Monday to Thursday during term-time. The programme is wide-ranging but a few examples of what we offer are sports coaching, sailing, drama, arts and crafts, and music and study groups.

Activities are usually agreed at the beginning of each term – please note that full time members of staff are expected to offer at least two activities and part-time members of staff are usually expected to offer at least one, depending on their timetable arrangements.

## EQUAL OPPORTUNITIES

It is the policy of Claires Court Schools to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

## SAFEGUARDING STATEMENT

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

## APPLICATIONS

To apply, please download an application form from our website. Please email completed forms (with your name in the file name) to [recruitment@clairescourt.com](mailto:recruitment@clairescourt.com) (no agencies, please). Alternatively please post your form to:

HR Department  
Claires Court Schools Ltd  
1 College Avenue  
MAIDENHEAD  
SL6 6AW

**Applications must be received by 12:00pm on Monday 1 March 2021. Please apply early as applications will be considered upon receipt; we reserve the right to interview/appoint prior to the closing date.**

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.



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# CLAIRES COURT HR

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Maidenhead  
SL6 6AW

[www.clairescourt.com](http://www.clairescourt.com)

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