

Teacher of Spanish



**"I HAVE MADE FRIENDS FROM
ALL OVER THE WORLD AND
LEARNED ABOUT DIFFERENT
CULTURES AND TRADITIONS."**



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ABOUT US

Abbey College Cambridge is continually expanding with over 400 students from more than 40 countries currently study with us. They are united by one ambition: to enter one of the top universities in the UK. Our students, working with our experienced, professional, highly skilled staff, form a vibrant community.

During this growth our educational ethos has remained very clear: outstanding achievement for all and to provide the best possible start for every child in our care.

Our staff come from a diverse range of backgrounds, many have enjoyed previous careers in academia, government service, industry and commerce. Many of our teachers have been educated at the UK's top universities, and we are fortunate to have both senior and assistant examiners in the staff body.

We know that the staff are our greatest asset so we are constantly on the look out for individuals with the skills and perspective to support our ethos. We invest heavily in staff training and development as this is absolutely fundamental to what we do.



We have 56 fully equipped classrooms including 12 laboratory spaces, an art studio, music rehearsal room, and performance spaces.

‘The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I’ve made great friends and lived in a city with such prestige.’



Teaching at Abbey College Cambridge



We specialise in providing high quality teaching to classes of around ten students. Our student body is made up of students from many countries who study A-levels, International Foundation, GCSE and pre-session courses focussed on English Language.

Such students are often able and ambitious and usually aspire to gain entry to top UK universities after completing their studies with us. The college has a track record of helping such students to do just that. As an illustration, five Abbey College Cambridge alumni entered undergraduate courses at Oxford and Cambridge universities in 2019, with a third of other applicants from our college entering top UK universities.

Staff at Abbey College Cambridge share key values. We agree to:

- Value every student and member of staff.
- Work constantly to raise expectations.
- Develop learning and teaching strategies suited to each student.
- Work in close partnership with



students, parents, guardians and agents.

- Nurture, share and celebrate the successes of every member of the community.

Safeguarding

The Abbey DLD Group of Colleges is committed to safeguarding and promoting the welfare of children and young people and as an employee of ADC you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

JOB DESCRIPTION

Reports to: Deputy Head of Languages

Location: Abbey College Cambridge

Contract Type: Sessional

Salary: £27 - £33 per hour

Hours

A minimum of 4 hours 10 minutes (4 periods of Teaching, 1 period of PPA)

Holiday Entitlement

Sessional staff are entitled to 5.6 weeks, holiday on a pro-rata basis.

The Company will process the Teacher's entitlement to holiday pay at three points throughout the year. Any payment to the Teacher, will be calculated at the rate of 12.07% of the hours worked in the preceding months.

Payment of holiday pay will be processed in March, July and December.

Overview

You will be responsible for Spanish teaching in the college initially to Year 9 and Year 10 students.

Main duties and Key Responsibilities:

Responsible for the complete, sufficiently detailed and timely delivery of the subject syllabus and any relevant coursework.

Undertake all duties in a responsible and professional manner. Issue instructions clearly and without ambiguity. Listen to students and stimulate dialogue. Always seek to encourage students and provide specific and helpful feedback.

You and the Head of Department should liaise closely with the Examinations Officer with regard to deadlines and any other necessary administration.

Through close liaison with your Head of Department, you should ensure that your course is adequately resourced. In particular, the necessity for course textbooks should be

made known to the Heads of Department well in advance of the commencement of the course.

Set homework regularly. Homework should be assessed and returned promptly to the student.

The regular testing programme at the college has a high priority in the organisation of a sound, comprehensive work programme for the students. You should assist students as much as possible, both in making special preparations for the test and in analysing the results, providing constructive feedback and, where necessary, preparing appropriate follow-up work.

Deal promptly with any aspect of student behaviour that is to the detriment of the development of other students in the group or the college as a whole.

You will record the attendance of each student at the beginning of each class in the attendance register. You should set excellent standards of punctuality.

Ensure the classroom is always neat, tidy, safe and a pleasant place to work in.

Comply with all policies of Abbey College Cambridge and Abbey DLD Colleges Limited. These documents are available on the staff portal.

The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and Abbey College Cambridge.

PERSON SPECIFICATION

Qualifications and Experience

Essential:

- A good honours degree in an appropriate subject.
- A minimum of two years teaching experience for those without a teaching qualification.

Desirable:

- Teaching qualification.
- Other post graduate qualification.
- Experience of teaching international students.

Personal skills and qualities:

Essential:

- Good communication, presentation, planning and organisational skills.
- Commitment to on-going professional development and training to develop outstanding classroom practice.
- A high degree of personal accountability and the capacity to use judgement and initiative.

Desirable:

- A proficiency in ICT and its application to learning and teaching.
- An ability to relate to students from a wide range of backgrounds and cultures.

Equal Opportunities

We are committed to equality of opportunity for all staff, individuals are supported regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. You will provide a service which ensures equality of opportunity promoting and demonstrating the principles of equal opportunity, including encouraging diversity and tackling discrimination and sensitivity to the environment.



EMPLOYEE BENEFITS



Discounted School Fees

All permanent staff employed by the Abbey DLD Group of Colleges will qualify for a 50% discount on fees if their children attend an Abbey DLD college.

Season Ticket Loans

Season ticket loans are available for all staff (provided they have completed their probationary period) for their annual bus or rail travel to their place of work.

Group Personal Pension Plan

The Abbey DLD Group of Colleges Personal Pension Plan is provided by Scottish Widows. You will be automatically enrolled upon employment provided you meet the eligibility criteria for auto enrolment (age and earnings related). The Group contributes 7 % of your salary, you will contribute a minimum of 1% however the default is 5% as we encourage employees to save for their future.

Eye Care

All employees of the company may apply to have the cost of their eye test up to the value of £30 reimbursed. ADC will also contribute £50 towards a first pair of glasses or change in prescription.

Cycle to Work Scheme

The Company has partnered with Bike2Work to administer the Cycle to Work Scheme. The Scheme operates via a salary sacrifice arrangement with deductions taken from your Gross Salary, so resulting in savings of Tax and NI.

Travel Insurance

If you are travelling overseas on behalf of the company your travel insurance will be covered by Chubb Assistance.

Gym Scheme

Our Gym Scheme allows staff to make savings on Gym membership and other fitness activities. The savings are achieved by applying corporate discounts and paying for the membership costs direct from salary and therefore saving on NI contributions.

Workplace Nursery Scheme

The Company has partnered with EnjoyBenefits to administer the Workplace Nursery Scheme. The Scheme operates via a salary sacrifice arrangement resulting in savings on Tax and NI.

Employee Assistance Programme (EAP)

The Employee Assistance Programme (EAP) is intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing.

Staff sport and social events

There are staff sports clubs such as Yoga and walking clubs, and regular staff social events throughout the year

YOUR APPLICATION

How to Apply

Please submit your application through [TES](#) to apply. Complete the application in full and enclose your CV and a detailed covering letter stating why you think you have the necessary skills to be successful in this position. We are required under [KCSIE](#) to have a completed application for shortlisted candidates.

Interview Process

We will approach referees before interview for each shortlisted candidate for information to verify particular experience or qualifications, we will also carry out online searches for any unsuitable content by candidates.

Shortlisted candidates will be invited to a one or two stage interview. Two stage interviews consist of a remote interview via Microsoft teams, followed by an in person interview in the college with a practical role based exercise (e.g. delivering a short Lesson for teaching staff, or an admin test for support roles), a Panel interview and a tour of the College. One stage interviews will not have the teams interview.

Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared.
- Two written & verbal references from previous employers and a personal reference will be sought. Your referees will be asked about your suitability to work with children and whether you know of any disciplinary offences relating to children or young persons and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- Your full employment history will be checked, any significant gaps will require explanation and proof of relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening will be carried out.

Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate suitability to work with children.



ABOUT THE ABBEY DLD GROUP OF COLLEGES

The Abbey DLD Group of Colleges (ADLD) consists of three independent sixth form colleges located in Cambridge, London and Manchester, offering a wide range of academic study programmes.

Each of our colleges has their own unique personality, but they are united by a set of common goals. At Abbey DLD we strive to achieve the highest academic standards whilst providing a welcoming, safe, high-quality teaching and boarding experience for students from around the world.

Our aim is to help our students achieve the academic success needed to progress to the UK and

OUR COLLEGES AT A GLANCE



Abbey College Cambridge

- Located in the heart of the world's most prestigious university city.
- Experts in traditional courses and subjects.
- On and off-campus boarding rooms.
- Extensive extra-curricular



DLD College London

- Central London's only purpose built, on-campus boarding school.
- Wide range of course and subject options.
- Specialist preparation for top London and global universities.
- London offers unique and exciting cultural and academic experiences.



Abbey College Manchester

- Small and friendly college community.
- One of the best British cities to live and study.
- Pathway to world-class universities.
- Innovative and flexible courses.