

Candidate Information Pack Appointment of Teacher of Spanish Part-Time (0.2 to 0.5 FTE), Initially Fixed Term Contract January 2018



Front View of Main School Building

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New Sixth Form Centre opened Summer 2016

Working at Sir William Perkins's School

Sir William Perkins's School is a high-performing independent girl's school for approximately 611 students aged 11 – 18 years. The Head is both a member of HMC and GSA. It was founded in 1725 and is now on an attractive 12 acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.

The School has excellent facilities, having benefited from an extensive and ongoing building and refurbishment programme including a new staff room and kitchen and refurbished staff work room in autumn 2017. New Sixth Form centre, Drama Studio and Careers centre which opened in summer 2016 and a building walk through is available at <https://www.youtube.com/watch?v=PQJ-ZtNAzdo>. Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2016 describes our "Excellent Results achieved with a big dollop of humour, humanity and freedom of thought".

The November 2010 Inspection report said of the School community: "The quality of the pupils' personal development is excellent. This is central to the School's aims and is reflected in the happy, caring, respectful relationships and strong sense of community awareness that are prevalent throughout the school." They also commented that, "Teachers possess strong subject knowledge and they have high expectations for pupils' success. Praise and encouragement are used effectively and this adds to pupils' enjoyment" as well as declaring, "Pupils demonstrate excellent social awareness and they grow up to be poised, confident and articulate young women".

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk



Atrium opened Summer 2016



Aims of the School

Our shared vision is:

Sir William Perkins's School builds confidence, integrity and excellence in a caring, innovative and happy community so that each student leaves having been given the best possible chance of achieving their full potential, taking with them sound values, a breadth of skills and knowledge, and ready to take on the world!

Academic success is our priority but education should be about far more than just top grades. We believe in educating the whole person and equipping our students to make their mark on the world. We encourage them to get involved in the many co-curricular activities on offer, to take every opportunity to develop their interests and creativity, their interpersonal, teamwork and leadership skills, to be forward-thinking, and to reach into the wider community.

Aims of the School

The purpose of the school is to provide an excellent all round education for its students.

The aims are:

- To maintain high academic standards.
- To encourage the enjoyment of learning and good habits of work.
- To help each student
 - to develop fully as an individual
 - to cultivate creative and practical skills
 - to gain the qualifications they needs to embark on their chosen career
 - to grow in confidence
 - to think independently
 - to be a responsible, unselfish member of the community

Why work at Sir William Perkins's School?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The governors are keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding teachers.

The Position

We are looking for an enthusiastic and well-qualified graduate to join Modern Foreign Languages to teach in our excellent Spanish department from January 2018. This post is part time (0.2 FTE to 0.5 FTE considered) and is initially being offered as a fixed term contract however we would consider a permanent role for a candidate with the right skills, qualification and experience. The successful candidate will also be able to offer a second language ideally French or German which are also taught in the School. There may also be other opportunities to teach throughout the School depending on the candidate's qualifications, skills and experience.

The Modern Foreign Languages departments consists of 5 full time and 3 part time teachers and 3 part time language assistants. Modern Foreign Languages are popular throughout the school and all students must take at least one language to GCSE level, with many students opting to take more than one.

Spanish is currently taught from Years 10 to 13. The GCSE group are taught the Edexcel specification and achieve highly after a two-year accelerated course with all students having achieved A*-B grades in 2017. The A Level Spanish group are taught the Edexcel specification and achieved 100% A*-C grades at A level in 2017. The results for French and German in 2017 were 100% grades A*-C at GCSE and 100% grades A*-B at A Level in French and 100% A*-B at GCSE and 100% A*-B at A Level for German.

Many students take languages in the Sixth Form and they are a popular choice for study at university. The departments work cooperatively and share ideas and good practice. Latin is taught from Year 7 and there are also opportunities to do Mandarin, Italian and Ancient Greek outside the formal curriculum. The teaching of Spanish aims to develop an awareness and understanding of the language, culture and people of Spain as well as an enjoyment of language learning.

The Modern Foreign Languages have specialist teaching rooms equipped with Interactive White Boards, a resources room for Sixth Form students and a state of the art Sixth Form digital language laboratory: The department is generously resourced with magazines, text books and computer software.

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be expected to complete an enhanced DBS disclosure.



Students learning Flamenco



Spanish Trip to Seville



Teacher of Spanish - Person Specification

Qualifications and Experience

- A well-qualified graduate with a good honours degree
- A first rate classroom teacher (experienced or just starting)

Knowledge, skills and abilities

- Ability to inspire and motivate students
- Ability to relate effectively and to earn the confidence of colleagues, students and parents
- Ability to use strategies that effectively support the School's policies and procedures, e.g. on safeguarding, health & safety, rewards and discipline, monitoring and tracking, etc
- A good working knowledge of Teaching and Learning issues reflected in classroom practice
- Good organisational and time management skills

Personal

- Commitment to the aims, ethos and objectives of the department and the School
- Professional and with integrity
- Passion for the subject
- Good communicator
- Keen interest in all aspects of School life and happy to get involved
- Enjoyment of new challenges and experiences
- Adaptable and Reflective
- Kind and with a good sense of humour



Teacher of Spanish - Job Description

Accountable to: Head of Department (who reports to the Senior Teacher)

What follows is not necessarily a comprehensive definition. It may be subject to modification or amendment after consultation with the holder of the post. All full time members of staff are expected to be form tutors.

- Form good teacher - learner relationships that promote enjoyment of the subject and are in line with the aims, policies and development plans of the school
- Keep up to date with curriculum developments and implementing changes as appropriate
- Review and share teaching methods and resources and adapting them to the needs of the students
- Attend parents evenings, open evenings, entrance exam morning, occasional weekend and other functions as appropriate
- Use ICT where appropriate in both teaching and administration
- Be familiar with the Staff and Department handbooks and support all the School's policies
- Keep accurate records of student's progress, monitoring and recording attainment in accordance with departmental and school policies
- Use data to monitor and track student progress
- Advise the Head of Department and Tutor where there is cause for concern about the progress of an individual student and assist in the preparation of documentation for parents if required
- Help to develop new teaching resources for use in the department
- Help to provide displays in the department rooms and other areas of the school as appropriate
- Be a Tutor under the direction of the Head of Year, taking frontline responsibility for the academic and pastoral welfare and progress of the students in their form
- Be involved in the wider life of the school, supporting and initiating co-curricular activities in the department and the school
- Ensure that relevant aspects of the school's Health & Safety policy are implemented
- Undertake any reasonable task as directed by the Head of Department, Head of Year or Senior Leadership Team member
- Strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures
- To be committed to the safeguarding of children and young people

Salary and Benefits

We are a friendly, exciting and supportive place to work and we hope that you will want to join us. The school offers an attractive range of benefits as outlined below:

- Competitive Salary which recognises the qualifications, skills and experience of the candidate. The School has its own salary scale.
- Teachers' Pension Scheme for teaching staff and membership of group personal pension scheme (with life assurance) for non-teaching staff.
- Learning and development opportunities including financial support for postgraduate study
- 174 Teaching Days plus 4 INSET days per year.
- Defined process to apply for teaching salary thresholds.
- Initial teaching training through HMC/University of Buckingham and NQT induction programme both include reduced timetable and weekly mentor support
- New Staff Room and kitchen and fully refurbished staff workroom for Autumn 2017
- Free lunches, tea and coffee and car parking on site
- Edenred childcare voucher scheme and family advice line
- Enhanced sickness and family friendly policies
- Free use of School Gym at specified times
- On site Fitness sessions for a small fee.
- Strong tradition of on-going financial investment and development
- Opportunities to travel the world through domestic and international trips and tours.
- Library facilities open to all
- Offers scholarships and bursaries as a registered charity from our own school fund
- Christmas closure
- Staff Social Committee
- Warm welcome and an excellent staff room



New Staff Room and Kitchen Autumn 2017



Refurbished Staff Workroom Autumn 2017

Application

Letters of application and completed application form including the details of two referees should be sent to the Head, Mr C C Muller or by email to Mrs H Wood, HR Advisor recruitment@swps.org.uk, to arrive no later than Thursday 28 September 2017 at 1pm.

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date.

Location

Full Details are available at <http://www.swps.org.uk/Location>

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school.

By Rail

Chertsey Train Station is a five minute walk away from the school.



Sir William Perkins's School Boat Club opened Spring 2016