



Old Palace of John Whitgift School

Independent Girls' School
Pre School to Sixth Form



Spanish Language Assistant Application Pack

May 2023



Letter from the Head

Dear applicant,

Thank you for your interest in the position of Spanish Language Assistant at Old Palace of John Whitgift School, Croydon. The post will commence in September 2023.

Old Palace provides an excellent education for girls aged 3 to 18 across our Senior and Prep School sites. This is an exciting time for the Modern Foreign Languages department and languages are popular at both GCSE and A-Level, and approximately 60% of students study at least one language to GCSE (French, Spanish, Italian and German). Our students are both able and enthusiastic linguists, particularly at A-level and each year we have students going off to study Languages at university, including at Oxford and Cambridge.

We are very much looking forward to appointing a Spanish Language Assistant who can work within the department to continue to develop this enthusiasm for the subject across the senior site.

In this pack you will find a wealth of information about Old Palace, the John Whitgift Foundation and the requirements for the role. Additional information on the school can also be found on our website:
www.oldpalace.croydon.sch.uk

I hope that after reading this information you will be interested in applying for the post of Spanish Language Assistant at Old Palace and I look forward to receiving your application.

Jane Burton
Head

Introduction to Old Palace School

Old Palace is a very special, unique and stimulating environment for both students and colleagues alike. We have high expectations for every student at Old Palace who enjoy a first class, academic education and are able to experience a wealth of opportunities to enable them to develop as an individual through an outstanding extra-curricular and enrichment provision. We are very proud of the wide range of different clubs, activities, trips and events that the school provides across a whole range of areas including music, sport, dance, drama and so much more.



We have two sites; Our Prep School is based in South Croydon (and includes Pre-prep provision from age 3) and our Senior School in Central Croydon. The Spanish Language Assistant will be based at the Senior school but there will be opportunities to work collaboratively across both sites. The Senior School has the unique benefit of Grade 1 historical buildings coupled with modern teaching facilities and specialist spaces. It is well worth looking at the history of the school on our school website.

The Old Palace community is vibrant and diverse. We are a multi-cultural and multi-faith school united by common values and high expectations. As part of the John Whitgift Foundation we benefit from a generous bursary scheme which allows us to offer places to bright girls who otherwise would not be able to access independent education. The academic strength of the school is reflected in the public exam results. Old Palace has high level of attainment and progress at both GCSE and A level. The 2019 Sunday Times Parent Power rankings saw the school ranked as the highest girls' independent school in the local area and in 2021 our A Level results placed us in the top 1% of schools in the country. When students leave us, they go on to study a range of courses at well-regarded universities including Oxford and Cambridge.



In total we have around 600 students at the school, with around 470 of these at the Senior School including just under 100 in the Sixth Form. The main points of entry to the school are at Reception, Year 7 and then again at Year 12. At the Senior School we have four forms of entry in each year group from years 7-11. These are grouped around our House which are named after four Archbishops of Canterbury; Anselm, Hatton, Laud and Stafford.

Old Palace encourages and nurtures the special qualities of each and every individual entrusted to the school. The superb pastoral care is one of the foundations of the school and ensures that every student is well supported as they move through the school. Our aim is that our students leave us as capable, confident and connected individuals ready to be successful in their future lives.



The John Whitgift Foundation



There are three schools in the John Whitgift Foundation: Old Palace, Trinity and Whitgift. The foundation provides support to Old Palace in a variety of ways and being part of a family of high performing schools brings many benefits in terms of collaboration and staff development opportunities.

The Foundation also supports the schools through its generous means tested bursary scheme where around 48% of students benefit from fee assistance, which is demonstrated at Old Palace by the diverse student community representing all backgrounds and faiths. All staff at Old Palace are employed by the John Whitgift Foundation and receive a number of benefits including fee discounts for any child accepted into one of its schools.



The Modern Foreign Languages Department

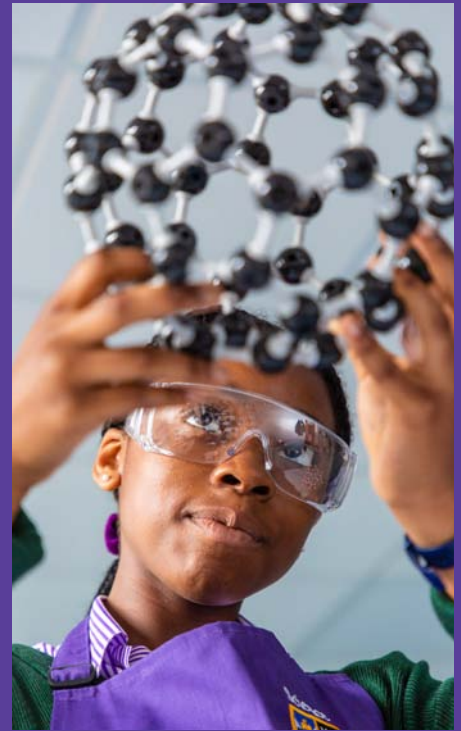
Modern Foreign Languages are popular subjects at both GCSE and at A-level in the Sixth Form, and we are fortunate to be able to run subjects even with small class sizes. We also have a thriving Oxbridge and MFL society meeting after school every Thursday as well as many other lunchtime and after-school clubs.

The MFL Department is one of the largest in the school and comprises of six members of staff and two language assistants. The department is responsible for the teaching of French from Year 7, as well as German, Spanish and Italian from Year 8. The majority of students choose at least one language at GCSE in Year 10 and we have many dual linguists.

There are five dedicated Modern Languages teaching rooms, all of which are equipped with digital projectors and traditional whiteboards and the pupils are fond of the mobile language lab which consists of a class set of mini iPads.

The department organises regular trips to European destinations such as Paris, Burgundy and Normandy for French, Berlin, Hamburg, Munich and Salzburg for German, Siena for Italian and Salamanca, Barcelona or Cadiz for Spanish.





Job Description

Applicants for this position should hold a good honours Modern Languages degree or be a native Spanish speaker with experience and knowledge of preparing students for public examinations at Key Stage 4 and 5.

The primary responsibility of the Spanish Language assistant is to prepare students in KS4 and 5 for oral components of public examinations, but at times may be asked to complete other reasonable requests from the Leadership Team and to undertake work of a similar level that is not specified in the job description. The hours required will depend on number of students studying the language, but will be in the region of 4 hours per week, ideally over 2 days.

Main Responsibilities

Core Purpose

- Provide an excellent standard of education to all students in their care.
- Teach students according to their educational needs, to maximise the learning opportunities for each individual.
- Promote a positive learning climate through praise and encouragement.
- Maintain a commitment to safeguarding and to promoting the welfare of children and young people.
- Contribute to the wider life of the school.

Teaching

- Liaise with staff responsible for leading the MFL curriculum.
- Undertake specific tasks related to the development of curriculum areas as delegated.
- Plan and prepare lessons in line with the requirements for the GCSE and A-level curriculum.
- Assess, record and report on the development, progress and attainment of students, providing targets for further improvement.
- Prepare and develop teaching and examination materials, methods of teaching and assessment, as required.
- Participate in arrangements for preparing students for examinations, invigilate the examinations and assess performance as required.
- Keep informed of current curricular and syllabus developments.
- Monitor the overall academic progress of students including lesson attendance and liaise with appropriate colleagues regarding concerns.
- Maintain an awareness of individual student needs by adopting strategies outlined in ISAPs.

Job Description

Professional Responsibilities

- Support the ethos of the school by being a visible presence.
- Adopt professional standards of behaviour and appearance at all times.
- Attend subject meetings and other relevant meetings as required.
- Work as a supportive member of the teaching staff.
- Consult colleagues for guidance and share best practice.
- Register attendance of students in lessons and support students through and upon return from absence.
- Assist with and attend public examinations when required.
- Supervise students when requested i.e. undertake duties and cover for colleagues when required and if appropriate, teach students when their teacher is not available.
- Maintain good order at all times and safeguard students' health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Familiarise themselves and keep up to date with all the relevant documentation and policies.

Other

- Promote the general progress and well-being of students so that they may reach their full potential.
- Keep records and write reports as required, meeting deadlines.
- Provide guidance and advice to students as appropriate.
- Undertake such other duties as the Head may reasonably request from time to time.

Payscale

The post holder will benefit from a competitive salary £16.91 per hour, payable by timesheet.

As an employee of the John Whitgift Foundation, the post holder will be entitled to a range of benefits.

These will include:

- Membership of the Teachers' Pension Scheme
- A generous discount at any one of the three Foundation Schools (maximum of 50% of salary)
- Membership of the BUPA healthcare cashback scheme
- Free, high quality lunch each day
- Opportunity to apply for the Cycle to Work Scheme
- Season Ticket Loan
- Various other discounts on goods and services

Person Specification

The following criteria will be used when assessing the suitability of applicants:

Essential: without which candidates will be rejected

Desirable: useful for choosing between two strong candidates

	Essential	Desirable	Evidenced by
Qualifications			
Native Spanish Speaker. Fluent in English.	Essential.		Application Form. Interview Process.
Honours degree in a Modern Foreign Language or a related subject. Qualified Teacher Status.		Desirable.	
Experience			
Track record of successful teaching at Secondary School level in either the independent school or state school sectors. Proven track record of raising standards of student achievement.	Essential.		Application Form. References.
A portfolio of relevant training and CPD Experience in using ICT as a teaching and learning tool.		Desirable.	
Knowledge Skills and Abilities			
Ability to teach Spanish successfully across the Key Stages, including A-level.	Essential.		Application Form. Interview Process. References.
Ability to teach Spanish at Oxbridge level. Understanding of the current curriculum developments in Modern Foreign Languages.		Desirable.	
High professional standards and expectations. Effective communication skills, both written and verbal, with a wide range of internal and external audiences. Ability to work effectively as part of a wider team and with governors, staff, parents, students and others in the local community.	Essential.		
Knowledge of the ISI framework for school inspection and self-evaluation.		Desirable.	
Ability to recognise and take account of the diversity of the school community. Ability to personalise provision to meet the learning needs of students with a range of needs. Comprehensive understanding of the principles of effective safeguarding and commitment to developing a safe, secure and healthy school environment.	Essential.		

Person Specification

	Essential	Desirable	Evidenced by
Personal Qualities			
<p>Possesses a passion for educating young people.</p> <p>Able to form highly effective working relationships</p> <p>Able to show sensitivity and flexibility as circumstances</p> <p>Resilient and able to work under pressure when faced with complex and demanding situations</p> <p>Excellent and unequivocal references.</p>	Essential.		<p>Application Form.</p> <p>Interview Peocess.</p> <p>References.</p>



Notes to Applicants



Safeguarding

Old Palace School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of, and contribution to, a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction. The School may also conduct an online search as part of the due diligence process during recruitment. This will include any publicly available social media material.

The Old Palace Safeguarding Policy can be found [here](#).

Your Application

If you would like to apply for the position of Spanish Language Assistant at Old Palace, please complete the application form, which can be found on the Old Palace website vacancies page:

www.oldpalace.croydon.sch.uk/about/vacancies



Timescales

Closing date:	Wednesday 17 May at 12 noon
Interview date:	As and when suitable applications are received

If you are shortlisted, we will take up references prior to your interview unless otherwise specified.

Contact Details

Further enquiries about this position or application process are welcome.

Please contact:

Mrs Jane Thomas

Head's PA

hmsec@oldpalace.croydon.sch.uk

020 8256 1881





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Independent Girls' School

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Old Palace of John Whitgift School

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**john
whitgift
foundation**