



B E R K H A M S T E D

— 1541 —

JOB DESCRIPTION

Post : Teacher of Spanish

Responsible to: Head of MFL

A well-qualified and enthusiastic languages graduate is required to join this vibrant department from September 2021. The successful candidate will have the ability to teach Spanish up to A level. The post would be suitable for an experienced teacher seeking opportunities of further responsibility, an NQT seeking accredited induction or a PGCE student.

This thriving independent school extends over two campuses, Castle and Kings, which are separated by an eight-minute walk. Pupils in Years 7-11 are taught in single sex groups; boys are taught at Castle up to (I)GCSE and the girls at Kings. The Sixth Form is fully co-educational and classes may be on either campus.

The Modern Languages department consists of fifteen staff, nearly all of whom have the ability to teach at least two languages. On entry to the Senior School in Year 7, pupils currently study two languages of their choice from French, Spanish, Mandarin or Latin, and follow these choices for the duration of Key Stage 3. The study of a language to IGCSE level is recommended and a large proportion of students choose to continue with their language learning. We currently offer French and Spanish at both IGCSE and A level, with Edexcel as our examining board. We also offer GCSE and A level Mandarin.

For several years, the department has enjoyed excellent examination success at both IGCSE and A level. For instance, in 2017, 91% of students gained an A* or A at IGCSE, while in 2019 all students studying a language at A level obtained A*, A or B with 42% of these A*s. The enthusiasm for languages at Berkhamsted is reflected in the numbers that continue to study languages at university.

We are seeking a dynamic, enthusiastic teacher who has an excellent rapport with young people and can motivate and inspire them to reach their full potential. In turn, you will be supported by a professional team with excellent resources. The successful applicant for this post will be expected to organise trips within the department and to be involved in the various Modern Languages enrichment activities that take place beyond the classroom.

In addition to teaching duties and to the specific responsibilities of the post, it is expected that members of the teaching staff will contribute fully to the life of the School through participation in the pastoral, co-curricular and extra-curricular activities programmes, which form an integral part of a teacher's role in this top independent school.

The salary for this post will be commensurate with the qualifications and experience of the successful candidate and above national scales. We offer excellent professional development for a teacher seeking further responsibility in a supportive department or an NQT wishing to complete accreditation on a nationally recognised induction programme.

Summary of Terms and Conditions of Employment

i) Employer

The post holder will be employed by the Berkhamsted Schools Group

ii) Place of Employment

The post will be based at Berkhamsted School

iii) Salary

To be discussed at interview

iv) Pension Scheme

Teachers' Pension

v) Notice Period

One Term

vi) Probation period

One academic year

Application and Recruitment Process

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full, together with a supporting CV. CVs by themselves will not be accepted in substitution for completed Application Forms in the absence of good reason.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

- Where appropriate the successful applicant will be required to complete a Disclosure from the Disclosure Baring Service at the appropriate level for the post.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), 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. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may, where appropriate, answer “not applicable” if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two references (if these have not already been received) satisfactory to the School
- verification of identity and qualifications
- a satisfactory DBS
- verification of professional status
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- having the right to work in the UK
- satisfactory (to the School) completion of the probationary period.

Where a candidate is:

- found to have provided false information in, or in support of, his application; or
- the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police.