



NOTTINGHAM
HIGH SCHOOL

CANDIDATE INFORMATION PACK

TEACHER OF SPANISH (FIXED-TERM COVER)

To start January 2022



COME AND JOIN US!

Nottingham High School has a vacancy for a **full-time Teacher of Spanish** to join the school in **January 2022** to cover a maternity leave.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk no later than 10am on Friday 17 September 2021, with interviews taking place online shortly thereafter.





THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We were named the East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021.

The High School is an independent day school (HMC) for Boys and Girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

Development of teaching and learning is a key emphasis of the School, seeking to develop our pedagogy to deliver lessons that are challenging and inspiring. We are looking for dynamic, forward-thinking subject teachers who engage with learning and teaching initiatives, share best practice and who are willing to adapt to new technologies as appropriate. Our remote learning programme has been crucial to our success and one of the strongest around, we look to develop this in the coming years.

Our teachers are at the forefront of the School's success, we work hard to make Nottingham High School a place that people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a fifth of students receives some form of financial assistance. Entry is by competitive assessment in the Spring Term.

As well as our academic success we put a strong focus on our extra-curricular programme, with over 40 clubs and groups we offer students the opportunity to try a whole range of activities including chess club, board games, music and sport to name a few.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)

THE SUNDAY TIMES

**SCHOOLS
GUIDE
2021**

**EAST MIDLANDS
INDEPENDENT
SECONDARY
SCHOOL
OF THE DECADE**



THE DEPARTMENT

The successful candidate will join a group of dedicated and friendly professionals within a very strong and cohesive department that has an excellent record in public examinations.

The Spanish department, at present consists of four full-time and one part-time teachers. They each teach across the whole age range within the School, based as much as practically possible to suit their individual wishes. The majority are dual linguists and also have the ability to teach French/German. The Spanish department succeeds because of the close working relationship between departmental colleagues. The team members respect each other's professionalism and trust each other implicitly to deliver the subject material that they passionately believe in. Schemes of Work are constantly reviewed, materials are shared and teachers take the lead for different year groups. There are regular departmental meetings and discussions. Members of the Spanish team are extremely enthusiastic and there is a vibrant atmosphere; they are friends as well as colleagues.

The Spanish department's facilities are found within the wider Modern Languages department. It provides an excellent environment within which to teach. All the teaching rooms have digital projectors, visualisers, and the associated AV equipment. The School's computer network and the Internet are accessible throughout, allowing the comprehensive use of digital resources of all kinds. The department also makes effective use of the School's dedicated ICT facilities and tablets, where they are required. All students are encouraged to BYOD to lessons and we have specific websites for different year group

GCSE

An increasing number of pupils each year opt to take Spanish at GCSE. The average teaching group size is around twenty with twenty-four as a set maximum. We follow the AQA specification.

A Level

The number of students studying Spanish at Post 16 level are relatively small. The teaching sets are typically 4-6. We continue to follow the AQA course at A level. The students are highly motivated and grades achieved are exceptional.

Visits programme

Unfortunately, due to COVID school visits and exchanges have been put on hold. There is usually a Sixth form study trip to either Madrid or Barcelona and we are looking to organise an educational visit for pupils in Years 9-10 as soon as possible. This year we have started a pen pal exchange with a school in Valencia and we hope to develop this contact in the future.



THE ROLE

The Head appoints all Teachers. The following lists the general responsibilities of all teachers, although there will be differences between individual teachers' responsibilities.

- Teaching the subject at Key Stage 3-5.
- Planning and preparing relevant material and activities to teach the classes allocated, according to the policies of the department(s) to which the teacher is accountable.
- Setting and marking students' work regularly and appropriately for the subject(s) taught in line with School and Departmental policy: recording marks, monitoring progress and writing reports as required.
- Participating in the arrangements for preparing and assessing students' work for public examinations.
- Co-operating with colleagues in operating mark schemes, researching materials, participating in training and developing new courses.
- Participating in the Staff Appraisal Scheme and cooperating with the appraiser. Ensuring subject knowledge and teaching skills are kept up-to-date.
- Being available at all reasonable times during the school day and during school holidays when necessary at pre-arranged times.
- Covering for absent colleagues.
- Sharing in the pastoral responsibility for all students in the School and especially for those in the teacher's tutor, house or teaching group, liaising where appropriate with Tutors, Heads of Year and senior staff.
- Maintaining good order and discipline among students, safeguarding their welfare, health and safety at all times when they are the responsibility of the School. Being familiar with the School and Departmental policies on child protection, discipline and health and safety.
- Sharing in supervisory duties and general duties; upholding good standards of behaviour, dress and punctuality among students.
- Ensuring, where appropriate, that work is well displayed in teaching rooms and a high standard of tidiness is maintained.
- Attending Departmental Meetings and general Staff Meetings, and participating in smaller working groups as appropriate.
- Attending Assemblies and, as often as is reasonable, other School and Departmental activities, events and trips, playing an active part in wider aspects of School life. Attending Parents' Evenings, Prize givings and Open Days

This list is not exhaustive and is subject to change. All staff are expected to fulfill any reasonable request made by the Head or their Head of Department.



THE PERSON

The successful applicant will be an inspiring teacher and a strong advocate of the subject.

You will be joining a high achieving academic environment where you will enable your students to be the best they can at Spanish.

You will embrace new technology and innovation in Teaching and Learning, and be committed to your own personal and professional development. You will be confident in sharing your understanding with colleagues.

You will contribute to the wider co-curricular life of the School, possibly including supporting Duke Of Edinburgh activities or a sports team or leading a musical ensemble, in line with your individual interests.

You will be able to deliver challenging and engaging lessons whether face to face or via Google Classroom or similar.

You will have strong interpersonal skills and be able to build relationships and collaborate with a wide range of people.

You will be committed to creating and sustaining a learning environment that values and celebrates the diversity of both staff and students.

You will be positive, forward-thinking and collaborative.

You will be able to reflect on the curriculum for your subject with regard to Diversity and Inclusion. Within Maths in particular, but also across all other Departments, you will be able to engage in current debates and scholarships around it for KS3, and also be confident in contributing in a positive way on the matter with subject colleagues and in wider School life.

This post is suitable for NQTs.



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of 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.

As a part of our pre-employment checks, your past and current employers 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. 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 a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Head Of ICT is the line manager.

Working Environment

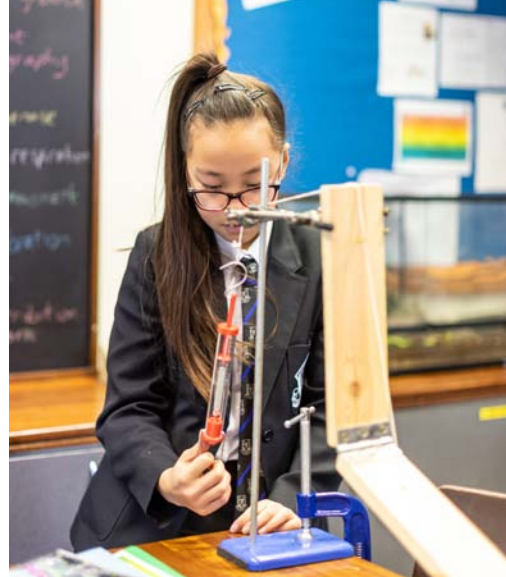
This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. When permitted under Covid guidelines, staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

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 and/or DfE Children's Safeguarding Operation Unit.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be [found here](#) on the School website.

Informal Queries

If you have any questions about this role prior to applying, please email our Head of Spanish Christine Walker: walker.c@nottinghamhigh.co.uk and she will be pleased to assist you.



INVITATION TO INTERVIEW

Interviews

It is intended that initial interviews will be held shortly after the closing date.

The actual timings and arrangements are subject to the prevailing Coronavirus guidelines in place.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team will ask to see your documents on screen before your interview starts.

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications, including successful completion of statutory induction and QTS for teaching staff (applies to those who obtained QTS after 7 May 1999)
- evidence of the right to work in the UK
- a Barred List check and a check of the list of individuals prohibited from teaching
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period