

# BRIEF FOR THE POSITION OF Teacher of Spanish



[www.malverncollege.org.uk](http://www.malverncollege.org.uk)



**MALVERN**  
COLLEGE

BRIEF FOR THE POSITION OF

# Teacher of Spanish



## Welcome

Thank you very much indeed for your interest in the position of Teacher of Spanish at Malvern College. This is an exciting opportunity to join a forward-looking team early in a new chapter for the Malvern College Family of Schools, building on an inspiring 157-year history.

We are looking to appoint to a Teacher of Spanish, who will be responsible for teaching Spanish throughout the school, from Year 9 (FY) up to Oxbridge entrance standard. The successful applicant will be passionate about their subject and have the skills to communicate this enthusiasm to pupils in teaching Spanish throughout the school. The ability to offer French or another language would be an advantage.

This is a chance to be part of a high calibre team in a culture that emphasises the development of people.

If this role is an opportunity that excites you, and you believe that you have the necessary skills, experience and attributes, then we would be delighted to receive your application.

Malvern College is a leading independent co-educational day and boarding school for 660 pupils aged 13-18 years. A significant proportion of pupils join from the College's two affiliated prep schools: The Downs Malvern and Abberley Hall, educating 400 boys and girls from 2-13. Situated on the slopes of the Malvern Hills, and in North Worcestershire, the three beautiful campuses, set in 300 acres of stunning grounds, provide a wonderful environment within which to learn and work. The Malvern brand is globally strong with sister schools in Qingdao, Chengdu, New Cairo, Switzerland and Hong Kong and a school in Tokyo will open in 2023. In total, more than 4,400 pupils experience a transformational Malvern College education around the world. The Malvern College Family of Schools also includes thriving enterprise and guardianship companies, in addition to a well-established fundraising and alumni relations society.

With a new executive team in place (the Headmaster from April 2019, the COO from April 2021, and the Prep School Heads from September 2020 and 2022 respectively), the senior leadership team are now setting a course for the next decade, driven by our central, pupil-driven purpose to 'Transform their World'.

[www.malverncollege.org.uk](http://www.malverncollege.org.uk)



**MALVERN**  
COLLEGE

# Teacher of Spanish

## Job description

### Job Title

Teacher of Spanish

### Responsible to

Head of Modern Languages through the Head of Spanish

1

Family

4

Countries

9

Schools

4,400

Pupils

1,630

Staff

1

Society

### Purpose of the post

- To provide pupils with high-quality Spanish teaching and a vibrant, stimulating learning environment.
- To help maintain the high profile of Modern Languages throughout the College and to help drive the further development of Languages as a curriculum subject and as part of a wider collaborative super-curriculum.
- To contribute fully to the life of the school through, in addition to teaching, participating in the normal supervisory and co-curricular duties undertaken by all members of staff, including fulfilling a commitment to the sporting, pastoral and boarding life of the school.

## Areas of Responsibility

### Key Areas

- To teach Spanish throughout the College (Years 9 – 13) and to encourage independent learning where appropriate.
- To be involved with any other aspects of school life associated with the Spanish and wider MFL Curriculum, providing meaningful and enjoyable opportunities for pupils to develop their engagement with the subject beyond the standard academic timetable.
- To participate in the organisation of schemes of work and schemes of learning and in all aspects of the management of the Spanish curriculum.



# Teacher of Spanish

## Key Areas Contd.

- To be a fully integrated member of the departmental team.
- To encourage and support the use of ICT and other transferable skills within the MFL Department and across the wider school.
- To support pupil development in the role of either Lower School or Sixth Form Tutor and as a House Tutor.
- To play a full part in the life of this successful Boarding and Day School, taking on meaningful co-curricular roles.
- To take part in CPD to enhance and maintain knowledge and understanding of the subject and curriculum.

## Limits of Responsibility

- To be ultimately responsible to the Headmaster and to report to the Head of Modern Languages through the Head of Spanish.
- To adhere to school and departmental policies.
- In undertaking a pastoral role, including that of boarding tutor and possibly either Lower School or Sixth Form Tutor, in accordance with school policy, report to the Deputy Head: Pastoral and relevant Housemaster/mistress.

## Safeguarding Responsibilities

- Promoting and safeguarding the welfare of children and young persons with whom you come into contact; and
- Reporting any safeguarding concerns, including low level concerns, to the Designated Safeguarding Lead or their Deputy in a timely manner.

This post involves significant contact with children and the post holder will be responsible for children. The post holder will be considered to be in regulated activity.



# Teacher of Spanish

## The Modern Languages Department

The Modern Languages department offers French, German and Spanish to IGCSE, A level and as part of the International Baccalaureate Diploma Programme.

As part of the IB, Language B (foreign language) courses are offered for all three languages above at Standard and Higher Level. In addition, Spanish is taught at Ab Initio level. Finally, pupils can study the Language A (native language) course for German (SL & HL), or they can opt for the School-supported Self-taught Language A SL option, should they wish to study their native language instead of a foreign language course (by agreement with the IB Diploma Programme Coordinator).

In their first year at the College, known as the Foundation Year (Year 9), pupils have the opportunity to study EAL, French, German, Spanish and Russian from beginner level (pupils opting for EAL and French are expected to have learned the language previously). Pupils select two of these language options for the duration of the Foundation Year. Pupils can study three modern languages, should they wish too.

Moving into the Pearson Edexcel IGCSE course in the Remove (Year 10), pupils can study French, German and Spanish on the timetable. There is an off-timetable provision for Arabic, Chinese, Italian, Japanese and Russian, mostly on a private-tuition basis.

Regarding Spanish, numbers of pupils opting for IGCSE are healthy, approximately 45 each year. In the Sixth Form, we have at least one annual class for IB Language B Standard Level, Ab Initio and Higher Level, as well as A level (AQA).

There are 6 full-time MFL teachers, several part-time teachers, 3 language assistants and several visiting language tutors. Public examination results are routinely excellent.



# Teacher of Spanish

## The Appointment

The successful applicant will ideally hold a degree in Spanish or be able to evidence an equivalent level of Spanish language skill, equipping them to teach Spanish to A level, IB Higher Level and Oxbridge entrance standard. The successful applicant will be passionate about their subject and have the skills to communicate this enthusiasm to pupils in teaching Spanish throughout the school. The ability to offer French or another language would be an advantage.

The successful applicant will also want to impact positively on pupil achievement and development by contributing outside the department to both the pastoral and co-curricular spheres of our pupils' education and our desire to develop the 'whole child'.

## Criteria For Success

- Evidence that high standards of teaching and learning in the MFL Department are being maintained and exceeded wherever possible.
- Improving, where necessary, or maintaining positive departmental "value added" results.
- Maintaining positive relationships with staff, pupils and parents.
- Developing knowledge and cascading this throughout the department and wider teaching staff as appropriate.
- Actively supporting the ethos of the school.



# Teacher of Spanish

## The Malvern Qualities

All staff are expected to model and promote our Malvern Qualities which are:

- Resilience
- Self-awareness
- Open-mindedness
- Kindness
- Collaboration
- Risk-taking
- Curiosity
- Ambition
- Independence
- Integrity
- Humility



## Hours and Benefits

This is a full-time teaching post.

- Membership of APTIS (Aviva Pension Trust for Independent Schools) with tiered employer contributions.
- Subsidised Private Health Insurance.
- Opportunity to take on additional responsibilities for which there are additional allowances.
- Fee concessions for Malvern College and The Downs Malvern
- Free meals during periods of duty, including daily lunches in boarding houses with other staff and pupils.
- Generous membership terms (family and personal) for the College Sports Facility.
- Free on-site parking.
- Cycle-to-Work scheme.
- Personal Accident Insurance cover.

# Teacher of Spanish

## Application Process

Applicants may contact the Head of Modern Languages, Mr Alexander Young, to discuss the post if they wish. Mr Young can be contacted by email: [alexander.young@malverncollege.org.uk](mailto:alexander.young@malverncollege.org.uk)

Full details of working at Malvern College and our Application form can be found on our website: [www.malverncollege.org.uk/Job-Vacancies](http://www.malverncollege.org.uk/Job-Vacancies)

If you have a query regarding the application process, please contact the Human Resources team either via email [humanresources@malverncollege.org.uk](mailto:humanresources@malverncollege.org.uk) or by phone 01684 581647.

Applications consisting of an online application form including a supporting statement should be submitted via the TES website. For any queries regarding the application process please contact the Human Resources team either via email [humanresources@malverncollege.org.uk](mailto:humanresources@malverncollege.org.uk) or by phone 01684 581647.

## The selection process will involve:

- An observed lesson.
- An interview with the Head of Department and one of the Academic leadership team.
- An interview with the Headmaster and/or Senior Deputy Head.
- An interview with Deputy Head: Pastoral and/or one of the Pastoral leadership team.
- An interview with Human Resources.
- Time meeting the department.
- Lunch either in House or with the Department.
- A tour of the College.



# Teacher of Spanish



## General Requirements

*In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Malvern College's legal duties for Health and Safety.*

*It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.*

*Malvern College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.*

*Malvern College exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.*

*You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. An online search will also be carried out as part of due diligence on all short-listed candidates.*