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JERSEY  
COLLEGE



# Head of Spanish

APPLICANT INFORMATION

Aspire · Inquire · Excel · Belong





# Introduction

**by Carl Howarth, Principal**

Welcome to our information booklet for the post of Head of Spanish at JCG.

It is designed to give a flavour of life here as a teacher at JCG, provide information to support your application and, with the College website, provide you with a snapshot of the myriad of varied activities that take place each day in College. Our website is also useful for information regarding relocation, living and working on our stunning island.

Founded in 1880, JCG has been at the forefront of girls' education in Jersey for 140 years and has a well-deserved reputation for academic excellence and service to the island community.

Our students thrive on expert teaching, state of the art facilities and a vast range of extra-curricular, enrichment and expedition activities. They are enterprising, friendly and ambitious and they have wonderful purpose, energy and sense of service to others. Our staff care and are dedicated, creative and talented. The exceptional academic results are a testimony to the personal and collective success of all at JCG. From here, our students go on to study at good universities, both in the United Kingdom and across the world.

Each day we strive to deliver the very best educational experience for our students. This experience should deliver outstanding academic achievement and, more importantly, nurture someone who is happy, well-mannered and able to find fulfilment in one's service to others.

I look forward to meeting short-listed candidates on Wednesday 16<sup>th</sup> October.

It is a privilege to lead this remarkable school on such a beautiful island and I would encourage you to apply for this vacancy.

Carl Howarth

# **Our Values**

**Aspire  
Inquire  
Excel  
Belong**

**Believe you can**

# Our Vision for member of staff at JCG

(This vision is not a statement of what is but what we as individuals strive to achieve. As such, the College strives to be the environment to facilitate and support this endeavour.)

Our staff recognise that they are one of their students' greatest influences and are passionate about what they do, drawing on the rich and fulfilling experiences they have in their lives beyond the classroom. They aspire to be the best they can be, are trusted and their professionalism is respected and valued by students, colleagues, parents and the wider community.

Our staff strive to pass on their passion for learning and inspire their students. They are focused on what is best for their students and endeavour to know and understand them.

Each of our staff contributes to a calm, collegiate, happy and purposeful organisation which cares for and invests in us as individuals and valued members of a team. Our staff care deeply for our students, encouraging them to achieve the vision JCG has for its students.

Our staff feel their career aspirations are known, valued and supported; that their professional learning is recognised, nurtured and tailored to them as an individual. Our staff engage with and participate in research and critical inquiry in order to refine their practice. Our staff feel empowered



and encouraged to innovate, be creative, curious and to inquire, with space to re-design and re-think how we do things for our students, not only in their studies but in the wider aspects of their lives.

Our staff seek to excel as educators and in doing so, have a positive impact on our students, our colleagues and our community.

Our staff enjoy working in the exciting, vibrant JCG community, where colleagues and students possess a strong sense of belonging.

# Our Ambition for Each Student

You will enjoy life to the full, value your friendships and achieve balance in your life. You will have a thirst for knowledge and already possess a broad understanding of the cultural, historical, geographical and scientific events and ideas which have fashioned your island and your world, and an eagerness to discover more. You will be a rigorous and imaginative thinker.

You will have a good range of hobbies and interests, including the Arts and sport, which you want to pursue. You will leave us with an excellent record of achievement for an academically-demanding course at university or employment which will lead to a stimulating career. You will have the ambition, motivation and staying power which will equip you to study independently and successfully at either. You will apply for internships, work experience and voluntary work in your holidays.

You will have grown as an individual who is happy, well-mannered and able to find fulfilment in your service to others. You will be thoughtful, open-minded and be able to lead. You will be conscious of the advantages you have enjoyed and of the opportunities and obligations such advantages should bring. You will want to have a positive impact on your community and the world.

You will have happy and lasting memories of your time at College and an admiration for those people who have nurtured and shaped your learning.



All our efforts and developments are dedicated to achieving this ambition.

# Jersey College for Girls

## Job Description

<b>Job Title:</b>	Head of Spanish
<b>Responsible to:</b>	Head of Languages Faculty
<b>Remuneration:</b>	MPS plus SA2
<b>Time Allowance:</b>	0.05

The aim of all posts at JCG is to sustain and improve the quality of learning of the students in the College. Teachers work with the Principal, Vice Principal, Assistant Head teachers and other Senior Staff to promote educational opportunities, equality of opportunity and a quality working environment for both staff and students.

### Job Purpose

The prime responsibility of the Head of Spanish is to lead and give direction to the work of colleagues in their department and to assist the Head of Faculty by co-ordinating the following areas of the Spanish department to ensure high levels of student learning and success:

### Specific Responsibilities

- 1 Lead and manage colleagues within the department.
- 2 Provide a high quality curriculum.
- 3 Take responsibility for internal and external examinations including assessments.
- 4 Liaise with stakeholders.
- 5 Manage the departmental budget.

### Principal Accountabilities

#### 1. Lead and manage colleagues in the department

- 1.1 Provide educational leadership by demonstrating good practice in the classroom, expert knowledge about the curriculum and of evaluative processes and procedures and the theories that underpin students' learning.

- 1.2 Ensure that the expectations and values of JCG are communicated clearly.
- 1.3 Lead the accountability and self-evaluation process including the drafting of the annual DSED.
- 1.4 Ensure that the work of the department supports the JCG development management plans and is meeting the requirements of all current documents, systems, policies and examination syllabuses where appropriate.
- 1.5 Provide realistic priorities, timelines and deadlines for work within the department.
- 1.6 Hold regular departmental meetings and provide the Head of Faculty and line manager with minutes.
- 1.7 Manage the appraisals for members of staff within your team.
- 1.8 Create opportunities for the department to work as a team.
- 1.9 Seek and support professional development for self and colleagues.

## **2. Provide a high-quality Curriculum**

- 2.1 Develop, review and maintain differentiated schemes of learning to promote strong skills and independent learning, leading to high levels of achievement.
- 2.2 Implement any changes to schemes of learning in light of curriculum change across key stages 3, 4 and 5.
- 2.3 Develop strategies and lead the sharing of practice to ensure high levels of student success and achievement.
- 2.4 Analyse student data and put in place appropriate target setting to ensure all students are making rapid progress.
- 2.5 Ensure cover work for absent colleagues.
- 2.6 Lead the development of cross-curricular links with other departments to ensure students see the connections between subjects and increase engagement and enjoyment of Spanish.
- 2.7 Organise and coordinate a programme of extra-curricular activities, events, competitions, trips and study days as appropriate.
- 2.8 Organise tailored support for all students intending to study Spanish at university.

## **3. Internal and External Examinations including Assessments**

- 3.1 Prepare a report on examination results by the end of September for the Results Analysis Report.
- 3.2 Analyse, monitor and report on the attainment and progression of students.
- 3.3 Organise all internal assessments and examinations.
- 3.4 In liaison with the Exams Officer, co-ordinate the administration of external examinations.
- 3.5 Co-ordinate the completion of coursework/internal assessments.
- 3.6 Organise all internal moderation where appropriate.

## **4. Liaison with Stakeholders**

- 4.1 Foster, enhance and promote the vision of Spanish across the College.
- 4.2 Ensure continuity and progression of curriculum, achievement and the development of skills across all key stages.
- 4.3 Ensure the Head of Faculty, the department and parents are fully aware of matters related to Spanish.
- 4.4 Liaise with the Head of Faculty to ensure strong and purposeful links with HE institutions to promote the study of Spanish at university.
- 4.5 Extend the opportunities for student feedback to enhance the enjoyment and learning of Spanish through the use of student surveys.

- 4.6 Develop links with outside agencies including local businesses and organisations to develop the learning experience for students.
- 4.7 Ensure all safeguarding procedures are in place in order to provide a safe and secure learning environment.

## **5. Manage the departmental budget**

- 5.1 Monitor and control budget expenditure aiming to achieve value for money.
- 5.2 Follow the specified procedure for ordering equipment, supplies, textbooks and other resources.
- 5.3 Co-ordinate textbook distribution and collection.
- 5.4 Maintain all departmental inventories of books and stock.

Undertake any other task as may be reasonably requested by the Head of Faculty and the Principal.

The particular responsibilities and key tasks above are in addition to those set out in the teachers Task.

### **Person specification:**

An ideal candidate for this post will have:

1. Strong interpersonal skills which display high levels of sensitivity, tact and diplomacy in dealing with difficult situations.
2. The ability to teach a second language, preferably French.
3. Good organisational and administrative skills.
4. Strong leadership skills, an ability to take responsibility and a proactive approach to problem solving.
5. A keen interest in supporting student learning.
6. The ability to work collaboratively, to model good practice and maintain high levels of confidentiality.
7. Experience in actively supporting teaching staff and students in the completion of their work
8. High levels of skill in working with both individual students and large groups to support student involvement in the life of the school.
9. Energy, vision and enthusiasm to lead the department in the designated areas of responsibility.
10. High level presentational skills in addressing students, parents and teachers.
11. Ability to manage and motivate staff members to focus on what can be achieved.
12. The ability to work under pressure, prioritise and meet deadlines.
13. An ability to be able to demonstrate a strong understanding and commitment to the aims and ethos of Jersey College for Girls.

**This job description is subject to review to ensure it meets the needs of the College.**

Postholder: ..... Date: .....

Principal: ..... Date: .....



# Why be a Teacher at JCG?

The best testament about what it is like to be a teacher at JCG is the view of the teachers' themselves. The following quotes have been taken at random from the responses of individual staff to a question in a staff survey.

## **Question: What do you most like about your current job?**

'I feel that there is a genuine desire to allow everyone to reach their full potential.'

'Inspiring students to succeed when they thought that they could not. Giving confidence and knowledge to students. Working with similarly motivated colleagues.'

'Opportunities to try something different, be creative. Teaching. Working in a great department. Excellent relationships with staff and students. Seeing students succeed. Running a department, making decisions.'

'The students I am privileged to teach and colleagues I am privileged to work alongside.'

'The students are endlessly engaging and their motivation to learn is exciting. My job offers constantly changing challenges and is certainly never dull! I feel supported by senior staff.'

'The fact that we all work together well as a team and we all support each other.'

'The potential of the students and their ability to embrace innovative teaching ideas and impress you everyday with their ideas and knowledge.'

'Working with the students and being part of what I see as a great team at JCG.'

'The supportive nature of my department and the lovely students who we teach.'

'The feeling that I'm making a positive difference in the classroom and in my wider responsibilities. I also like being part of a large and successful team.'

'Working with such talented and inspirational students.'

Some comments from teachers ranging from those new to the College and those who have progressed their careers here:



**Sally Welburn, Teacher of Geography, Joined the College Summer Term 2019**

From the day of the interview to my first day teaching at JCG, the process has been very efficient and smooth sailing. Moving from the UK to an island I knew relatively little about could have been daunting, however the warmth and depth of knowledge provided by the staff at JCG made it feel like coming home. I have been fortunate to meet some incredibly lovely people who I now call friends and have just moved in with.

Achieving a balance between work and life is encouraged and achieved by staff more so than I have experienced in any other school. It's no wonder people find it hard to leave Jersey, there's just so much to see and do! If you appreciate the simple things in life; fresh air, being in the ocean and spending time with good people - you will certainly enjoy what Jersey has to offer.

The school has a 'can-do' attitude which translates into an astonishing array of opportunities for the students who fully-embrace what comes their way with both style and grace. I look forward to going to work on Monday mornings, something I am hugely grateful for. JCG allows me to share my love of learning and the world around me. I'm able to exercise my creativity and share my passion for my subject with full support of my colleagues.

Moving to Jersey and starting my career at such a highly achieving school was the biggest move of my life so far. There hasn't been a day I've questioned my decision.

**Sarah Nicholls, Teacher of History and Politics, joined the College September 2023**



I joined JCG in September 2023, but I have felt like I am part of their family since my first encounter. From the moment the screens opened for my online interview, I knew this school was special. There was a magic that radiated from both the staff and the students that could be felt from where I sat on the other side of the world. I have spent the last 15 years working in schools across the UK, then the Middle East, Caribbean, and for the last 4 years, in Singapore. I can honestly say that not one of those schools was as student centred as JCG. The ethos here is about actions, not words. Students are given opportunities and wings to fly and explore their potential – as are we as teachers. Offerings of support, no matter who you are, are genuine and not empty. We are trusted as professionals and that trust is fed back into the students. Expectations are high for staff and students, but in an inspiring way rather than a debilitating one.

As a new member of staff, I have felt fully supported throughout the process of moving to Jersey and navigating the first term. SLT have a very clear and secure structure to help with the transition to new systems, training new staff on policies at an appropriate pace and time within the school calendar. Colleagues are warm and helpful, and quickly you feel a long-standing member of the community.

I feel honoured to work at JCG. The students are amazing young people who are being nurtured by an incredible, caring body of professional educators. Kindness is at the heart of everything, bolstered by a determined, fearless spirit. I look forward to arriving at school everyday and hope JCG will be my home for many years.



### **Robyn Paterson, Teacher of History and Politics, joined the College in 2023**

My move from Scotland to Jersey has been nothing short of incredible. I was nervous to accept the job at first having only ever taught in Scotland and being so fresh into my teaching career, moving to a small island not knowing anybody was extremely daunting. I thought I would miss the excitement of 'home', having lived in a busy city my whole life. However, I now consider

Jersey home. The warm welcome and support from everyone in JCG has truly made this transition a breeze. From the moment I arrived, both staff and pupils at JCG welcomed me with open arms and made me feel right at home. It is amazing how quickly I have settled into the college and become an integral part of the community – a feeling that cannot be explained. I have made relationships and been provided with opportunities that have allowed me to personally and professionally grow as an individual and bring a whole new perspective to my way of teaching. Being surrounded by kind, hardworking and resilient students allows me to look forward to going to 'work' each day, knowing I can help support them to grow and thrive through the strong positive relationships I have built. My work-life balance has never been better, Jersey provides you with so many wonderful opportunities right on your door step. I am constantly surrounded by a supportive community that encourages me to thrive in my subject, whether that be in school or outside on a beach somewhere on this stunning island. Knowing that I am part of a nurturing environment that truly values each and every individual that passes through the front doors. I am so happy with the decision that I have made and would encourage anyone who is considering it to go for it as there really is no other place in the world quite like JCG.



### **Bronagh Dowdall, Teacher of Maths, Joined JCG in September 2020**

Joining JCG and moving from the UK in the middle of a global pandemic could have been a very daunting and overwhelming experience but I felt fully supported and reassured from my very first interaction with the school right through to my first day in September. The process was seamless and

professional despite the challenges that covid brought. I was made very welcome on joining and very quickly felt a sense of belonging in school.

I feel incredibly lucky to have secured a position at JCG. The school ethos is one of aspiration and a "can-do" attitude reverberates around the hallways and classrooms. Students are encouraged to strive for their best, work hard and reach for the stars. Sixth form students play an intrinsic role in school as role models and young ambassadors and are regularly encouraged to share their experiences with younger students. I have been so impressed by their eloquence, maturity and passion and it is heartwarming to hear about some of their achievements and accomplishments over the year. The girls are a true embodiment of JCG spirit and bear testament to what an inspiring school this is.

Beyond school, Jersey is a wonderful place to live. Having been a city dweller for many years, I was concerned that I would miss the buzz of city life. But I need not have worried – Jersey has offered me a different and very rewarding lifestyle where I spend a lot more time out of doors enjoying the wonderful scenery, beaches and walks that the island has to offer. I am spending time doing things I never envisaged. Moving to Jersey has given me a much better work-life balance and I have enjoyed being able to get out in the fresh air every day. There can't be a more perfect end to the working week than a sunset walk along the beach on a Friday after school! I am very much looking forward to my first full summer on the island taking advantage of all the adventures that it promises!

# Information on Jersey College for Girls

**www.jcg.je**

Please take a look at our **website** where you should find all the information you need on the College. However, indicated below are some of the things you might want to access immediately.

A comprehensive guide to living in Jersey is available on the following website:

<https://www.gov.je/LifeEvents/MovingToJersey/Pages/home.aspx>





# How to Apply

The post is available for January 2025. Salary is in accordance with the Jersey Scale of Salaries.

Jersey College for Girls is a school that constantly strives to excel in every area of school life and if you would like to be a part of our team please apply through the States of Jersey by going to the [www.gov.je](http://www.gov.je) website.

If you would like to speak with someone about this opportunity, please do get in touch with Mrs Janet Vernaglione, Head of MFL Faculty, at [j.vernaglione@jcg.sch.je](mailto:j.vernaglione@jcg.sch.je) on 01534 516200.

Applications are due by 6 October and interviews will take place on Wednesday 16<sup>th</sup> October 2024.

Thank you for your interest in this position.

