

# Role Profile Secondary Teaching & Learning Leader (TLL) –Languages

Role information	
Role type	Pay band <b>British Council School Teacher scale + B allowance + 35 hours/ week</b>
Business Delivery	<b>Grade 6 / G</b>
Role purpose	
<p>The Teaching &amp; Learning Leader (TLL) of each area of learning will ensure that the Responsive Action Plan (RAP) for their area of Teaching &amp; Learning is fully in line with the targets specified in the School Self-Evaluation Forms (SEFs) and Section Responsive Action Plans (RAPs) and that all members of the Teaching &amp; Learning Team understand and strive to achieve the targets set. The TLL will work with Family Leaders to ensure that pastoral and academic targets are ambitious and achievable and that each student is offered every opportunity to achieve his or her full potential.</p> <p>The TLL Languages will lead a team of teachers dedicated to delivering academic success in internal and external exams, and to ensuring students are offered a wide range of experiences which develop their skills, competences and creativity using digital and traditional methods.</p> <p><b>Leadership Responsibility</b></p> <ul style="list-style-type: none"> <li>• To be ambitious and to have high expectations for the experience and achievements of all pupils</li> <li>• To be strategic and driven, leading and empowering staff to raise academic and pastoral standards of provision for all pupils</li> </ul>	
Role context	
<p>The School is uniquely well positioned to meet the British Council core purpose: "We build connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language".</p> <p>The British Council works with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.</p>	

The British Council is committed to safeguarding children, young people and adults who we work with. We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989. Appointment to positions where there is direct involvement with vulnerable groups will be dependent on thorough checks being completed; these will include qualification checks, reference checks, identity & criminal record checks in line with legal requirements and with the British Council's Safeguarding policies for Adults and Children.

### **British Schools Overseas Inspection – 2015, 2018, 2021 – Highest rating in all areas**

We are a British 2-18 private coeducational school with approximately 2000 pupils on roll.

Our Somosaguas campus has 3 separate facilities (Early Years, Primary and Secondary) and children start with us at 2 years of age and study with us for 16 years until they graduate at the age of 18:

**Early Years** where approximately 400 pupils from Pre-Nursery to Reception, (age 2 to 5) follow the Early Years Foundation Stage Curriculum and 130 Year 1 pupils start Key Stage 1. Children also develop their Spanish language skills,

**Primary** where approximately 700 pupils from Year 2 to Year 6 follow the English National Curriculum and the Spanish Language and Culture curriculum.

**Secondary** where approximately 700 pupils from Year 7 to Year 11 follow the English National Curriculum and the Spanish Language and Culture curriculum finishing with IGCSE and International GCSEs in a wide range of subjects (2021 results – 71% - 9 – 7 and 97% - 9 – 4) and approximately 250 pupils complete their BiBac® (Bilingual Baccalaureate). This is our unique Sixth Form programme (2021 results - 8.43/10 Spanish University Entrance Exam). Year after year 100% of our students go on to Top World Universities in Spain, UK, US and Europe and in the last few years 50% have opted for overseas and 50% for Spain.

Our teaching staff teach in our modern, purpose built facilities and are supported by a Business Services team who provide them with cutting edge ICT equipment and resources as well as outstanding facilities with a caring and effective administrative support. Our bespoke, dynamic CPDL programme ensures staff can offer our pupils an excellent overall experience while at the same time staying up to date with UK and other global practices.

#### Our intent statement

*The British Council School curriculum challenges all pupils to reach their potential. We believe all pupils have the right to an ambitious, rigorous and exciting learning journey and all our pupils experience a deep and broad education inspired by the best of both worlds approach of our bilingual School. Our curriculum provides pupils with the skills, competencies and knowledge to become creative and critical thinkers who are resilient and caring so that they can be successful and valued members of our School community and beyond.*

British Council policies, standards and regulations apply to all aspects of this job.

### **Main accountabilities**

### **Quality of Education**

To lead the team so that:

- the team of teachers through school deliver an ambitious programme which is monitored, evaluated and reviewed;
- the devised schemes of work in each Key Stage support good learning and teaching and ensure subject mastery
- managing formal and informal assessment is managed within the subject to support student progress and high standards of achievement;
- curriculum is developed within the subject(s);
- teachers' performance is managed and managing teachers and professional development needs are addressed working with school CPDL leaders;
- student achievements are showcased through performance and written and photographic evidence is provided for the school website and community site;
- providing parents are provided with information and training to help them support their children at home;
- the school's digital strategy is supported and implemented.

### **Quality of Experience**

To lead the team so that pupils(s'):

- behave with consistently high levels of respect for others and participate in creating a positive environment and behaviour is exemplary;
- consistently demonstrate excellent attitudes and commitment to their education. They demonstrate high motivation and persistence in the face of difficulties and take pride in their achievements;
- make a significant and tangible contribution to the life of the school and/or wider community;
- relationships among pupils and staff reflect our positive and respectful culture where pupils are safe and indeed feel safe;
- engage enthusiastically with the broad spectrum of additional opportunities that the school provides, developing their talents and interests through rich experiences;
- understand and appreciate difference in the world and engage with views, beliefs and opinions that are different from their own in considered ways, showing respect for the different protected characteristics;
- are responsible, respectful, active citizens who contribute positively to society and have a global outlook;
- know how to discuss and debate issues and ideas in a considered way and can use their voice effectively to express a range of feelings;
- are confident and aspirational for themselves and others. They can both lead and be part of an effective team;
- succeed in the next phase of their education.

### **General**

School improvement objectives related to the subject are being met and improve annually

To sustain the Outstanding/Excellent in all areas grading in the BSO Inspection Report in future inspections

To offer flexibility in the teaching role

This Role Profile will be interpreted as enabling rather than restrictive, and may be subject to review by your Line Manager and HR

## Person specification

### Role specific skills

#### Interview - The interview may include a presentation

- Planning, organising and ensuring implementation of the section curriculum
- Presentation skills
- Evidence of significant and sustained positive impact on a group of pupils or an individual pupils

### British Council core skills

#### Interview - The interview may include a presentation

#### **Communicating and Influencing Level 2 - *Relates communications to circumstances:***

Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and the form of communication to meet the needs of different people/audiences.

**Managing People Level 3 - *Manages a team*** - Provides full line management to a team where all members are working in a similar area of expertise or business. Scope includes planning, setting objectives, role modeling an inclusive culture, recruitment, development and performance management

#### **Shortlisting - you may be asked to complete a task**

**Planning and Organising Level 2 - *Plans ahead:*** Able to organise own work over weeks and months, or to plan ahead for others, taking account of priorities and the impact on other people.

**Analysing Data and Problems Level 2 - *Uses data:*** Able to review available data and identify cause and effect, and then to choose the right solution from a range of known alternatives.

## Not used in Recruitment & Selection

**Manages Projects Level 2 - *Analyses project data*:** Examines project data and performance, reporting on progress and recommending corrective action as needed

## Knowledge and Experience

### Essential (Shortlisting and/ or Interview)

- A minimum of 3 years recent and relevant teaching (as teacher role profile) – in a teaching post teaching the subject(s) in the Teaching and Learning Area in at least 2 Key Stages in a UK, International or Bilingual School following the English National Curriculum
- Recent, relevant, professional development in Teaching & Learning
- Experience managing / leading a Teaching & Learning Area or in a similar department or a middle leader role in a pastoral area

### Desirable

- Relevant proven managerial experience, including data monitoring and analysis

## Languages

### Essential (Shortlisting and/ or Interview)

- **German/ French/ Chinese and Spanish / English language ability:** One required MFL (German or French or Chinese) to the level of, or a level comparable to, first language communicator (Proficient spoken and written level, minimum C2 CEFR or equivalent), and Spanish or English to the level of, or a level comparable to, independent spoken level (minimum B2 CEFR or equivalent). Those candidates who do not have a working knowledge of Spanish or English will be required to achieve B2 level by end of first year and will receive support to do so. Relevant language certifications/experience to be indicated in Application Form and CV. Language Tests may be required. If no certifications are available, employee may be hired conditional to the achievement of the Essential level certification within a 12 month period.

### Desirable

- Proficient spoken and written level (C2 in CEFR minimum) in Spanish and English and a MFL

## Certification and Professional Qualifications

### Essential (Shortlisting and/ or Interview)

- Qualified Teacher Status or equivalent in related subject

## Education

### Essential (Shortlisting and/ or Interview)

- A good Bachelor's Degree in a a subject / subjects related to Spanish Philology / Spanish Language and Literature *OR* a good Bachelor's Degree in Modern Foreign Languages.

### Additional Role Requirements

- Proof of Identity requirements/right to work in country: Candidates are expected to have researched whether they have the right to live and work in Spain. The British Council School of Madrid welcomes international candidates and will support successful applicants in obtaining a work visa.
- Other requirements: There will be meetings after school besides the timetabled Wednesday meeting. The Music Leader will be expected to support events and school activities outside timetabled hours during the week and at weekends.
- All middle leaders will follow both internal and external training programmes.

### British Council Values and Behaviours

**British Council Values** and **Behaviours** are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are:

**Open and Committed; Expert and Inclusive; Optimistic and Bold.**

The behaviours for each values pair can be found on our [Intranet SharePoint site](#) for internal staff and at our Careers portal for external applicants.

**Shortlisting AND /OR interview**

**For Recruiter / Hiring Manager use only**

**Background Checks**

Initial and continuing employment with the British Council is subject to an annual background check. The job undertaken defines the nature of check(s) and assessment applied, please identify the **one** screening category considered relevant for this job:

Offer

- Senior Manager (PB9/SMP and all head of function/business area, Director or Country Director jobs at PB7/8).

N/A

- Finance (directly managing expenditure or revenue of or more than £1 million e.g. payroll, procurement, accountancy/controller).

N/A

- Regulated for child safeguarding (The job is considered regulated if the role holder has frequent (minimum of once a week) or intensive (more than 4 days in one month) occurs in a place giving access to children (e.g. School) or is the line manager of others undertaking regulated activity)

Yes

- Standard Screening (If none of the above categories apply then the role is subject to standard screening)

N/A

**Role Profile completed by**

**Date**

**Name: Borja Roca**

09/05/2023