

## Job Description

### Whole School Spanish Teacher

King's College, The British School of Latvia

<b>Line Manager/Reporting into:</b>	Head of Secondary
<b>Full Time/Part Time:</b>	Full Time
<b>Contract Type:</b>	Fixed-term, maternity cover (the initial contract will be from March 2022 until August 2023, but could be renewed or made permanent after this date)
<b>Closing Date for Applications:</b>	Friday 10 <sup>th</sup> December
<b>Start Date:</b>	March 2022



King's College Latvia (KCL) is seeking to appoint a **Whole School Spanish Teacher** to join us from March 2022.

### “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://www.inspirededu.com)

## OUR SCHOOL

King's College Latvia is an International School situated on the outskirts of the culturally vibrant capital city of Riga. Riga is a wonderful place to live for many reasons.

1. It is close to the beach resort of Jurmala, boasting 26KM of coastline with golden sands similar to that found in the Caribbean;
2. It is a capital city, but small enough to move around on foot and bicycle, with a population of only 650,000;
3. English is widely spoken;
4. Latvians are very creative people with music, dance, art, theatre and literature well represented in the city;
5. While living in Latvia, you will get to experience all four seasons!

The Latvia tourist board calls it 'Magnetic Latvia', as the country pulls you in, and many of our team have been with us since we opened the school. Consequently, the school has a very low annual staff turnover.

Established five years ago, King's College Latvia has seen rapid growth in student numbers. Our campus is in one large building but includes a secondary school wing, Primary school wing. The school has dedicated rooms for specialist subjects, sporting facilities including two indoor swimming pools and ample outdoor space including fields and playgrounds.

King's College is suitably situated to facilitate excellent off-site learning experiences, with many accessible places of interest and museums within close proximity. We actively encourage experiential learning outside the classroom and frequently use a private forest situated near the school grounds to support curricular learning.

As one of the leading international schools within the Baltics, we are committed to high academic achievement, alongside exceptional pastoral care. Our team share these core values and are committed to implementing our vision of excellence across the school.

<https://www.latvia.kingscollegeschools.org/>

## WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- Private medical insurance;
- Pupil holidays as vacation time unless stated in school calendar or holding a position of responsibility when some work during vacation will be expected;
- Working hours in school 08.00-16.30 each working day;
- Discounted school places for dependants;
- Breakfast, lunch and snack provided free of charge each working day when in school;
- A device for working at home and supporting learning in school;
- Support for relocation and immigration.

## ROLE SUMMARY & JOB PURPOSE

We are looking to appoint a dynamic, engaging and reflective Spanish Teacher to join our team. This role has initially become available due to the current post holder going on maternity leave. The initial contract will be from March 2022 until August 2023 but could be renewed or made permanent after this date.

The school follows the English National Curriculum through our Primary phase; working up towards IGCSEs in KS3 and KS4, followed by the IBDP in Years 12 and 13.

For the rest of the school year 2021/22 the Spanish teacher will need to teach Spanish in Primary and Secondary but for school year 2022/2023 we envisage a team of two language teachers who will split the age groups.

The ability to teach a second language such as French or German would be beneficial but not obligatory.

## KCL PROFESSIONAL STANDARDS

### Learning and teaching

- To maintain a working knowledge of the English National Curriculum, Cambridge IGCSE and IBDP learning for Spanish.
- To plan for long term, medium term and short term learning within the school teaching and learning policy
- To personalise all lessons, providing differentiated work and materials to meet the educational needs of the students
- To include provision for stretch and challenge and those with learning needs.
- To write termly evaluative progress reports to summarise learning and next steps
- To provide quality verbal and written age related feedback to pupils
- To contribute to the whole school tracking system and to use data to inform teaching
- To motivate students through the incorporation of the house system in day to day teaching
- To facilitate learning outside of the classroom with the inclusion of regular school trips and outdoor learning
- To promote high standards of behaviour for learning following the behaviour policy
- To regularly engage with parents to communicate students successes and learning needs
- To be able to teach online or face to face and to use the relevant technologies and online learning platforms for this purpose.
- To adhere to all school policies
- To commit to developing own practice and supporting others as a critical friend

### Pastoral Care

- To be aware of the physical and emotional well-being of pupils and the need to respond to particular situations.
- To be a diligent, enthusiastic and nurturing advocate for students
- To form partnerships with school nurse, school counsellor and parents
- To communicate regularly with parents about academic and emotional needs
- To complete school mandated training in line with Keeping Children Safe in Education policy
- To participate enthusiastically in House Team events
- To use school communication and tracking systems such as My Concern and Behaviour and contact logs to record any concerns about pupil wellbeing, achievement and behaviour
- To actively participate in out of school hours events, such as School Trips and Sleepovers.

### Other

- To contribute to the marketing of the school through joining tours, open doors events or webinars
- To contribute to the development of the Inspired Education Group through attending networking events and working with other schools
- To actively promote British Values

- To work with colleagues in school to ensure cross curricular links exist
- To be involved in all aspects of school life including assemblies and supervision of duties
- To collaborate with all phases, of this all through school, to ensure excellent transition between year groups
- To display in your own practice the Inspired Teaching Standards.

This job description is not exhaustive and therefore we would expect the teacher to undertake any other reasonable requests made by the Head of Primary or Head of School.

### WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
<p><b>Inspired Required Teaching Standards</b></p> <p>A full outline of <i>Teaching standards</i> are available on request</p>	<ul style="list-style-type: none"> <li>● Able to set clear expectations and stretching goals</li> <li>● Adaptable teaching style incorporating feedback</li> <li>● A depth of understanding in the relevant subject area</li> <li>● Ability to judge learning effectiveness</li> <li>● Excellent preparation and planning</li> <li>● Assessment of student outcomes and feedback to enhance performance</li> <li>● Genuine care and attention for the highest standards of student welfare</li> </ul>	
<p><b>Skills and previous experience</b></p>	<ul style="list-style-type: none"> <li>● Qualified teacher with at least two years' experience</li> <li>● Experience of teaching in a UK school</li> <li>● Experience of teaching with the Primary phase</li> <li>● Pedagogies that encompass the ideas of 'visible learning' and awareness of 'knowing thy impact'</li> <li>● Delivering lessons which facilitate critical thinking, explorative learning and project-based working</li> </ul>	<ul style="list-style-type: none"> <li>● Experience working Internationally</li> <li>● Experience of delivering the Primary curriculum online</li> <li>● Experience in a leadership role within a Primary school, for example, Phase Coordinator</li> </ul>
<p><b>Qualifications and Accreditations</b></p>	<ul style="list-style-type: none"> <li>● PGCE, QTS or equivalent</li> <li>● Strong academic credentials</li> <li>● Appropriate right to work</li> <li>● Fluent English speaker</li> </ul>	
<p><b>Personal Competencies and Attributes</b></p>	<ul style="list-style-type: none"> <li>● A willingness to lead an aspect of Primary development</li> <li>● Strategies that embed and support second (multi) language acquisition</li> <li>● A commitment to professional development</li> <li>● Enthusiasm, energy and a positive and flexible approach</li> <li>● Ability to engage and motivate</li> </ul>	

	<p>young people</p> <ul style="list-style-type: none"><li>● Ability to manage own workload, to cope well under pressure and meet deadlines</li><li>● Interest in working with students inside and outside the classroom to support their learning and personal development</li><li>● Readiness to engage wholeheartedly in the extracurricular and wider life of the school</li><li>● Recognition of the importance of personal responsibility for health and safety</li><li>● Demonstrable commitment to the safeguarding of students and child protection</li><li>● Demonstrable commitment to equal opportunities</li><li>● Commitment to the School's ethos, aims and whole community</li><li>● A commitment to professional development and a demonstrated record of having kept abreast of recent, relevant educational methodology</li></ul>	
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## HOW TO APPLY

Please complete the TES application form to apply.

We will call for references before an interview, and we anticipate an informal 30-minute discussion with all long listed candidates. After this where possible we will invite shortlisted candidates to meet with us at the Inspired Education recruitment event as detailed below.

### THE INSPIRED EDUCATION RECRUITMENT EVENT - JANUARY 2022

Because we take so much care in selecting great teachers to join us, and we know that often decisions to join a School or potentially move countries should be done with proper consideration we will be looking to invite any candidate who applies and is shortlisted to a recruitment event, hosted in our London School; Fulham.

This will run over the 08th and 09th January and will be hosted by a number of our top international Head Teachers and Principals.

At this event, we will provide the opportunity for candidates to also ask questions to experts about any visa or relocation processes; the curriculum or anything else that they will want to know regarding joining Inspired.

As we have a number of world class Schools across the world it will also be an opportunity to meet with some of the other Heads to get to know them better.

Applicants who attend will be expected to bring with them certain documentation which is fundamental to the role including identity documents and qualification certificates.

The school reserves the right to contact applicants and appoint before the closing date of the advertisement

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

### VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

### SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

### **EQUAL OPPORTUNITIES STATEMENT**

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.