



Devonport High School for Girls

A Specialist Language College



Applicant Information

Teacher of Spanish & International Co-ordinator

Permanent • Full-time • Required from January 2020

Dear Applicant

Thank you for your interest in the position of Teacher of Spanish & International Co-ordinator at Devonport High School for Girls.

DHSG is seeking to appoint a qualified, highly motivated and talented Teacher of Spanish to further enhance our successful, progressive and well-resourced Modern Foreign Languages Department on a full-time contract.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. We are a Specialist Language College and have received national recognition from the British Council for our extensive global partnerships with schools from around the world.

You will be joining a strong and dedicated team teaching across the full age range with the opportunity to teach Spanish up to A-Level. An additional language would be desirable, but not essential. This is a fantastic teaching and learning opportunity that would suit both experienced and newly-qualified teachers whose aim it is to motivate students to reach the highest levels and develop the skills to successfully achieve.

The post holder will also be responsible for co-ordinating international activities for the school.

We expect the best from our students and believe that you will find in us a professionally stimulating and personally supportive environment.

In this applicant information pack you will find a Job Description, a Person Specification and information on how to submit your application.

If you have the energy, skills and motivation to make a difference, we would welcome an application from you.

Yours faithfully



Mrs A E Hems
Head Teacher



The City

Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devonport Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.



The School

Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 850 students on roll, including around 230 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

In 2005 the school was granted Specialist Schools Status for Languages. We offer a number of languages including French, German, Spanish, Chinese and Latin. There is a dedicated Language Laboratory, and exchange and business links have been established within the UK and worldwide. The school first achieved International School status in 2006 and has recently received the award for the fifth time.

As well as its strong international links Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which comprises of the Head Teacher, Deputy Head Teacher, three Assistant Head Teachers and the Business Manager.

The MFL Department

Facilities

The school has a dedicated Modern Foreign Languages block with four well-equipped classrooms. There is also a language lab, which gives students the opportunity to focus on speaking and listening skills.

Staffing

There are six language teachers (five full-time and one part-time), most of whom teach two languages. One teacher acts as the school's International Coordinator.



Teaching and the Curriculum

This is a very active, progressive and well-resourced department where five languages are currently taught – French, Spanish, German, Latin and Chinese.

At present, students choose to learn either French or Spanish as their first foreign language in Years 7 and 8. In Year 8 all students also study a second language in addition and can choose from French, Spanish, German, Latin or Chinese. At the end of Year 8, they may choose to continue to study just one or both languages to GCSE.

French, Spanish and German are offered at A Level.

Exchanges, Projects and Visits Abroad

In the past, the department has been involved in many European-funded activities such as Comenius and Erasmus exchange projects, and has set up email exchanges and video links with other schools. The department has also organised projects to show the value of language skills in the wider world of work and commerce, linking with UKTI, Plymouth Chamber of Commerce, Links into Languages and CILT. Our Languages and Careers day for Year 8 received a British Academy Schools Language Award.

More recently, students have been able to participate in exchange and residential visits to France, Spain and Romania, the China study camp organised through the Institute of Education Confucius Classroom, an Erasmus + visit to Germany and a Camps International visit to Ecuador. Further visits are planned for France, Spain, Croatia, as well as a Camps International visit to Tanzania. Students also regularly participate in MFL speaking competitions to celebrate language skills and develop confidence and presentation skills.

For the past 14 years, the DHSG languages department has also led an annual A Level group visit for language students from schools in the local area to the European Parliament in Strasbourg to participate in 'Euroscola Day'. This has given students first-hand experience of the work of MEPs and the EU, as well as an opportunity to meet and work with students from countries all over the EU. We have a well-established Language Leaders programme for Year 9 students, who have successfully prepared lessons and delivered them to younger children in our local link primary schools.

More detailed information about the school can be found on the school website www.dhsg.co.uk

Job Description: Teacher of Spanish

Job Title	Teacher of Spanish
Scale	MPS/UPS
Responsible to	Head of MFL

A. Support the strategic direction and development of curriculum provision in the school – with the support of and under the direction of the Head MFL:

- Contribute to a positive ethos in which all students have access to a broad, balanced and relevant curriculum.
- Analyse and interpret relevant school, local and national data relating to the classes taught and advise the Head of Department on the level of resources required to maximise achievement.
- Liaise with staff, parents, carers, external agencies and other schools to provide maximum support and ensure continuity of provision within the classes they teach.
- Consider the views of both students and parents/carers and to respond appropriately.

B. Learning and teaching

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and high standards of achievement, behaviour and discipline.
- Take an active role in the identification of, and provision for students with additional educational needs within the classes taught.
- Ensure lessons are differentiated to meet the needs of all students.
- Regular monitoring of the progress of students within the classes taught, which is then reflected in teaching plans.
- Regularly evaluate the effectiveness of your teaching and learning as part of the teacher appraisal process.
- Ensure setting of realistic and challenging expectations of students in the classes taught.
- Liaise effectively with staff, to ensure the successful transition of students through the school.
- Contribute fully to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.

C. Relationships with staff

- Achieve constructive working relationships with all staff.
- Direct, organise and manage the work of support staff within the classes taught.
- Provide regular information to senior staff on student progress.

D. Effective deployment of staff and resources

- Maintain and develop class resources, co-ordinate their deployment and monitor their effectiveness in meeting teaching objectives.

E. General

- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- Take on any additional responsibilities which might, from time to time, be determined.
- To support whole school activities e.g. Speech day, Carol concert.

- To engage actively in the Teacher Appraisal process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This Job Description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.

Job Description: International Co-ordinator

Job Title	International Co-ordinator
Scale	MPS/UPS
Responsible to	Head of MFL

A. Key Accountabilities:

- To pursue opportunities for future funding and collaboration with British Council, Centre for Information of Language Teaching and Research (CiLT), Association for Language Learning (ALL), Plymouth City Council (PCC) and other appropriate agencies.
- To support Erasmus+ Projects by assisting departments in preparation of bids, helping administer projects and applying for an Erasmus+ Assistant.
- To act as lead for activities related to the Confucius Classroom.
- To oversee International Links.
- To compile ISA award submissions.
- To co-ordinate International displays around the school.
- To pursue contacts in the community to promote DHSG (e.g. University, PAGS, PCC, Plymouth Library Euro Desk, etc.).
- To oversee the Specialism budget.
- To report on a regular basis (termly) to the Head Teacher on progress of above activities.
- To report to Governors and the Head Teacher at appropriate times and particularly at the end of the year.

B. General:

- Take on any additional responsibilities which might, from time to time, be determined.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
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Person Specification: Teacher of Spanish & International Co-ordinator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status (to teach in the UK) • Good Honours Degree or equivalent 	
Experience		<ul style="list-style-type: none"> • Experience of teaching an additional language • Experience of teaching Spanish to A Level
Knowledge, Understanding and Skills	<ul style="list-style-type: none"> • An understanding of the role of assessment and student tracking systems in raising standards • ICT competent 	<ul style="list-style-type: none"> • Thorough knowledge and understanding of current educational issues, including national policies, priorities and legislation • Thorough knowledge of course requirements for all relevant Key Stages
Classroom Management	<ul style="list-style-type: none"> • Evidence of good student management and discipline • Commitment to raising standards • Good organisational and planning skills 	
Personal	<ul style="list-style-type: none"> • An effective team player but able to think and work independently • Ability to motivate students and staff • Commitment to further professional development • Willingness to contribute to the provision of extra-curricular activities • Able to work under pressure and meet deadlines • Willingness to try new ideas and assess their effectiveness • High standard of professional self-presentation in dress, appearance, administration and behaviour 	



How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to recruitment@dhsg.co.uk. The form can be downloaded from the 'Staff Vacancies' section of the website at www.dhsg.co.uk. Please note that CVs are not accepted.

Applications for this vacancy must be received by **9.00am on Friday 28 June 2019**.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Miss R Mortimore
Personnel Assistant
Devonport High School for Girls
Lyndhurst Road
Peverell
Plymouth
Devon
PL2 3DL

T: 01752 705 024

E: recruitment@dhsg.co.uk

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