



Lancing College

Appointment for Spanish Assistant
September 2023



The College

Lancing College, which is part of the Woodard Corporation (which now consists of 21 independent schools and 5 academies), stands in an impressive downland estate of some 550 acres, which includes playing fields, residential properties, and an area managed as an educational farm. It is a stunningly beautiful place to work.

The College is friendly, ethical, vibrant, and outward-looking. We act with integrity and treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce that reflects both our local community and our cosmopolitan student body. Applications are welcome from all suitably qualified candidates regardless of ethnicity, religion, sexuality, gender, age or disability.

The distinguished Victorian buildings, including the spectacular Chapel (which was begun in 1868 and finished in 2021), are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions.

The College recruits a 13+ (Year 9) entry of approximately 105 and an additional Sixth Form (Year 12) entry of about 50. There are ten houses (seven boarding houses, and three day houses). The College was graded 'excellent' in all categories and sub-categories in the 2017 integrated ISI inspection document which can be found here: <https://www.lancingcollege.co.uk/lancing-college/about/inspections>.

The school roll currently stands at its largest for many years with 605 pupils in the College. The senior school is 60% boarding pupils and 40% day pupils. The family of schools also has 290 day pupils on roll at Lancing Prep at Hove and 195 day pupils on roll at Lancing Prep at Worthing. The College is fully co-ed and is around 55% boys and 45% girls.

Academic standards are consistently high: A* - B grades at A Level average 83% over the last nine years.

Each year the College offers several academic scholarships and similar awards for Art, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Headmaster, Mr Dominic Oliver, has been in post since September 2014.

The Appointment

We welcome applications from candidates with a native-speaker standard of Spanish and with a university education or equivalent experience. Applicants with experience of MFL teaching and /or of examination board work in Modern Languages, would be particularly welcomed.

Modern Languages at Lancing

The Modern Languages department at Lancing College has nine members, three of whom teach French, three German, three Spanish, one Russian and one additional English for our overseas pupils. In addition, there is a part-time native-speaker teacher of Mandarin. There are also native-speaker assistants for German and French. The Head of German is also the Head of the overall Modern Languages Department and reports to the Deputy Head. In addition, there are separate heads for Spanish and French, who report to the Head of Modern Languages.

The classrooms are situated in the Modern Languages corridor and are modern, well-equipped rooms. All classrooms are equipped with projection facilities, interactive whiteboards, and computers with access to the College network and the internet. All classrooms are on the College's wireless network, and all pupils have iPads. IT suites and the Gwynne Library are in easy access of the rooms. The individual departments are well stocked with teaching and learning resources, and the Library has become a central resource for the teaching of Modern Languages, with foreign books, magazines, CDs, and films. All pupils are encouraged to use IT in their work, which is displayed both in the classrooms and in the corridors.

French, German, Spanish, Italian, Russian and Chinese (Mandarin) are taught in the department. Pupils are entered for the AQA GCSE exams and A Level exams.

In the Third Form (Year 9) pupils choose two languages from French, Spanish, German, and Latin. After the Third Form year pupils must choose at least one modern language to GCSE. All the languages achieve high success rates at GCSE, with regular 100% pass rates at GCSE grades A*-C.

In French we use the Studio series of textbooks in the Third Form, followed by the AQA GCSE French book. Both GCSE and A Level courses are supported by dedicated websites. Around 12-15 pupils continue with French in the Sixth Form. The French Department offers trips and study visits to both senior and upper school pupils.

Spanish is taught at all levels throughout the College. At present, there are two full time members in the Department plus a Spanish Assistant. Spanish is introduced to a little over half the annual intake of new pupils in Year 9. 50+ pupils are taught in four sets in the 3rd Form and most usually decide to continue with the language for two more years to GCSE. In the Sixth Form, about 10 pupils opt to take Spanish for A Level. In Years 9-11, the course currently followed is *Claro and AQA GCSE book*. We use AQA in the Sixth Form. There is an 'e-mail tandem' programme available to students in Year 10 and above. This involves sending messages, in Spanish and English, to our sister school in Oviedo, Asturias. In addition, there is an annual exchange programme between the two schools.

The course books used by the German department are *Echt* in the Third Form and *AQA* for the other two years. In recent years, the German department has achieved excellent results at GCSE, with a very high percentage of A/A* grades. A small number of pupils choose to continue with German to A Level following *AQA* course. The results at A Level are outstanding with a consistently high A*-B average. There is a long-standing German exchange for Years 9-11 with a school in Detmold near Hanover, which also contains a study-trip element to Berlin. About 15 pupils per year take part in the exchange.

Russian and Chinese are offered as additional languages as part of a wider co-curricular programme.

A significant number of Lancing pupils continue with some form of language study in higher education.

Job Description

The Spanish Assistant, will, under the guidance of the Head of Spanish:

➤ lead individual conversation classes with A Level (Upper & Lower Sixth Form) pupils, assisting pupils:

- i) To become progressively more able to produce actively and understand aurally the vocabulary taught in lessons with their class teacher;
- ii) To achieve accurate pronunciation of familiar and new vocabulary;
- iii) To prepare for the A Level speaking examinations (**AQA Specification**) by giving:
 - guidance and assistance with the IRP preparation (Independent Research Project) and photo-cards.
 - assistance in learning and using vocabulary in all A Level topics
 - assistance with pronunciation and structuring / organising thoughts.
 - help students understand different cultures.

➤ lead conversations classes with GCSE pupils, in small groups, assisting pupils:

- i) To become progressively more able to produce actively and understand aurally the vocabulary taught in lessons with their class teacher.
- ii) To achieve accurate pronunciation of familiar and new vocabulary.
- iii) To prepare for the GCSE speaking examinations (*AQA specification*) by giving:
 - assistance in achieving accurate pronunciation and fluency.
 - practice with the full range of general conversation topic questions.

➤ Maintain an accurate register of attendance of pupils at all the scheduled conversation sessions.

➤ Report to the Head of French and to the class teachers, with a regular, brief “progress report” about each pupil.

➤ Attend examination board feed-back sessions relating to the speaking examinations.

Skills and Attributes

- Native speaker of Spanish preferred
- Excellent communication skills
- Previous experience of a language assistant preferred
- Knowledge and understanding of GCSE and A Level oral exam with the AQA exam board preferred
- Smart appearance and professional manner
- Flexibility to schedule some oral lessons outside students' normal timetable after school

Terms and Conditions

- The rate of pay will be commensurate with the experience of the successful candidate
- 8 hours per week. Normal hours of work will be 30 minutes (one lesson) per week per A Level student (12 lessons) which is equivalent to six hours per week in addition to four lessons (two hours) of GCSE small group work. Some flexibility is required depending on the timetable. The number of hours may vary annually depending on the number of pupils opting for Spanish
- Whilst it is current practice for conversation classes to take place during the school day, some degree of flexibility regarding scheduling classes during the early evening may be possible/required by negotiation with the Head of Spanish
- Probationary Period - the employment will be subject to a probationary period of one year during which time the College may terminate the employment by giving in writing no less than four weeks' notice and the member of staff may terminate the employment by giving in writing no less than one term's notice.
- The school participates in a contributory pension scheme. The School will contribute a sum equal to 5% of the employee's salary provided that the employee contributes 5% or more.

Further Information

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. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment.