



CHANNING

CHANNING SCHOOL

Information Pack for Candidates

Head of Spanish

from April or September 2024



Information about the post for candidates

The School

Awarded 'Excellent' in all areas inspected by ISI in 2022, Channing School is summed up by its vision, 'Girls Enjoying Success'.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.



Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe, supported by Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, has been known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community.

Academic achievement

Academic results are excellent – GCSE and A Level results details consistently place us amongst the top schools in the UK. All our sixth formers go on to University, drama school or Art Foundation courses, some after a gap year. Girls also excel in a very wide range of co-curricular and extra curricular activities, and especially in Music, Drama, Sport and Art.

Community spirit

The Headmistress and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive Parents' Association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.

Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious £13m building programme, completed in 2017, has provided us with excellent dining facilities, a Music School, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre.

Modern Languages at Channing

We require a well-qualified and experienced Head of Spanish to join our successful and ambitious Modern Foreign Languages department from April or September 2024.

The successful applicant will be able to teach Spanish to A Level and offer a second language to KS3 (French or German). There is the potential to be appointed to the post of Head of Modern Foreign Language, depending on experience (please email recruitment@channing.co.uk for this job description and

for more information on applying for that role). Candidates will have excellent subject knowledge, energy, enthusiasm and ideas to support the school in developing and implementing the next phase of the development of Spanish at Channing.

French, German and Spanish are all taught to A level and candidates are prepared for Oxbridge entrance every year; the department is one of the largest in this academically selective school. There is currently one full time member and eight part time members of the MFL department, all of whom teach two languages. In addition, there are assistants for Spanish, French and German who provide conversation practice in small groups for Year 10 and 11 pupils and one to one sessions for Sixth Form students.

All pupils have a free choice of French, German or Spanish on arrival in Year 7 and add a second MFL in Year 8. All pupils take at least one modern foreign language to GCSE (AQA) and many continue with a second language.

Results at every level are excellent. There is a good take-up for languages at A level and all three languages follow the Pearson syllabus. All departments are encouraged to incorporate use of the Internet, interactive whiteboards and subject-specific software into their schemes of work. All pupils have an iPad or Chromebook.

Groups are encouraged to make theatre and cinema visits whenever relevant. All pupils take part in an internal Modern Languages poetry competition every year, and there are regular visits and exchanges. Sixth formers are likewise encouraged to attend courses, undertake work experience and/or stay with families abroad.

Teachers are expected to keep abreast of developments in their subjects, teaching methods, and attend meetings and in-service courses by arrangement with the Head of Department and Deputy Head. It is also hoped that use will be made of any opportunities for inter-departmental initiatives and co-operation.



Job Description - Head of Spanish

Heads of Department are appointed by and are directly accountable to the Head for their departments. They play crucial roles in leading the members of their departments, setting high professional standards in all aspects of work. The Head of Department should aim to create a department in which all members of staff feel valued and encouraged to do their jobs to the best of their abilities. Whilst ultimate responsibility for decision making on departmental matters lies with the Head of Department, it should be recognised that good practice requires consultation with staff about all matters which influence how they work or what they do.

Heads of Department are expected to keep abreast of developments in their subjects, teaching methods, etc. and attend meetings and in-service courses by arrangement with the Head and Deputy Head. It is also hoped that use will be made of any opportunities for inter-departmental initiatives and co-operation.

Specific functions are outlined in individual job descriptions but General Responsibilities include:

I. Curriculum

- (a) Determine the aims of the Department; plan and submit a scheme of work for the Department (reviewing and updating it as necessary by agreement with the Head) within the School's Curriculum Policy.
- (b) Co-ordinate and ensure the delivery of stimulating and well planned lessons throughout the school, helping to fulfil the potential of each student whatever their ability.
- (c) To be familiar with the subject requirements for Public Examinations and to ensure proper preparation for these.
- (d) To co-ordinate and moderate public examination coursework.
- (e) Liaise with the Deputy Head (Academic), the Examinations Officer and Heads of Section in arrangements for Public and School Examinations respectively.
- (f) Be accountable for the department's teaching and learning and its examination results.
- (g) To organise trips and fieldwork as appropriate.
- (h) To liaise with the subject co-ordinator at Channing Junior School.
- (i) To keep up to date with national developments in pedagogy.

2. Staff

- (a) Advise the Head on the appointment of new members to the department.
- (b) Provide for induction and guidance of new staff in syllabus, resources, procedures for marking, reports, etc. Supervise probationer teachers within the department. Supervise the work of ancillary and technical staff within the department where relevant.
- (c) Consult with members of the department in all matters of teaching, policy, planning and organisation.

- (d) Lead and manage all teaching staff within the Spanish department.
- (e) Encourage the professional development of all members of the department through in-service training, professional organisations and active involvement in wider school activities.
- (f) To foster good working relationships within the department by providing professional support.
- (g) Liaise with the Deputy Head and Deputy Head (Academic) over the annual staffing allocation and matters of staff welfare and development.
- (h) If necessary set work for pupils if a member of the department is absent.
- (i) Undertake appraisal of departmental staff as required and ensure staff continue to be effective.
- (j) To contribute to regular meetings where departmental issues are discussed and minutes are taken.
- (k) Communicate any department concerns or issues to senior management.

3. Resources

- (a) Prepare departmental budget estimates at appropriate time annually and control the budget to ensure funds are allocated in accordance with the department's development plan.
- (b) Order books and other materials within budget provisions of the Spanish department and keep account of department expenditure.
- (c) To plan for the effective use of IT in the department for administrative and teaching purposes.
- (d) Check on stock and resources annually and take steps to ensure against unreasonable loss, wear and tear.

4. Pupils

- (a) Encourage interest in the subject and participation in fieldwork or other appropriate extra-curricular activities.
- (b) Encourage high standards of work and draw attention to achievement through classroom displays, exhibitions for open days, public performances, etc.
- (c) Assist with the admission and induction of pupils of any age into the school.
- (d) Ensure all department members keep regular records of pupil progress and fulfil the requirements of the school's arrangements for reporting to parents.
- (e) Attend Parents' Evenings, Open Days and show support for pupils by attending on occasion school plays, concerts, etc.

5. General

- (a) Invite practitioners and lecturers into school where necessary to ensure breadth of learning.
- (b) Have a working knowledge of Child Protection issues in the workplace.
- (c) Work closely with Form Tutors and Heads of Year.

Person Specification – Head of Spanish

It is essential that in your written application you give evidence of examples of proven experience in each of the criteria listed in the Person Specification.

<u>Qualifications:</u>	Degree and teaching qualification in Spanish and French/German. An experienced teacher with suitable qualifications who can motivate and inspire children to learn and realise their potential.
<u>Experience:</u>	Ability to teach Spanish to A level and French/German to KS3. Must have successful teaching experience in a secondary school. Have a working knowledge of Child Protection and Data Protection issues in the workplace.
<u>Knowledge:</u>	Sound understanding of secondary curriculum and Post 16 education. Knowledge of successful strategies to develop an already good Spanish department. Demonstrate a commitment to continuing professional development in order to provide up to date leadership.
<u>Analytical Skills:</u>	Effective project management skills including budgeting and strategic planning.
<u>Leadership and management:</u>	A person willing to work as a team member – giving as well as receiving advice, discussing ideas and experiences as a shared purpose. An experienced teacher who is able to implement change in a sensitive way, and able to gain the commitment of others to the school's vision. Ensure the maintenance and development of a high quality curriculum where teaching and learning are at its heart.
<u>Relating to and Influencing others:</u>	Ability to establish positive relationships with staff, pupils and parents. Demonstrate flexibility and be able to develop links between the school and community. A person with a calm and professional approach able to sustain working relationships with organisations and individuals.
<u>Organisational Skills:</u>	Plan and organise effectively, leading the department. Demonstrate a high level of organisational skills and the ability to delegate effectively.
<u>Decision Making:</u>	A decisive problem solver able to see the bigger picture and the impact of decisions.

Communication Skills:

An effective and open communicator - with children, adults, colleagues and professionals. A firm commitment to consultation and communication both internally and externally supported by excellent communication skills. Able to promote the school and the Spanish Department. Computer literate.

Applications

Applications are to be made via **TES.com** using the **Channing School application form**. A CV will not be accepted in place of the completed application form. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed.

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months. If you are unable to submit your application via TES please email it to recruitment@channing.co.uk

Deadline for applications: Wednesday 17 January 9am

Interviews: Wednesday 24 January 2024

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.

