



Hockerill
Anglo-European College

HEAD OF SPANISH JOB DESCRIPTION



Hockerill Anglo-European College is a co-educational 11-18 state school, set in a leafy parkland campus in the market town of Bishop's Stortford. Hockerill is an International Baccalaureate (IB) World School, a thriving and caring academic community, which places a very strong emphasis on international outlook and global citizenship.

The College currently has 933 students, over 40% of whom are boarders. As a 24-hour community, the College offers a wealth of extra-curricular activities and an unstinting commitment to pastoral care. With a vibrant, international ethos, it attracts students from both the UK and overseas. The College timetable reflects the boarding nature of the school with lessons on some Saturday mornings (21).

Hockerill is committed to engaging and motivating its students through high academic standards, innovation and diversity and we offer a wide-ranging and exciting provision.

THE CURRICULUM

The College is academically strong, both in terms of GCSE and International Baccalaureate (IB) Diploma results. The IB Diploma is the sole course of study offered post 16, the Middle Years Programme and GCSEs are followed in lower years. The College specialises in Languages and Music, and there is a historical and continuing commitment to immersive language provision (most students take two modern European or Oriental languages at GCSE) and bilingual humanities teaching. All language lessons are delivered entirely in the target language. The College has been consistently ranked in the top tier



UK state comprehensive league tables post sixteen for a number of years, and achieves high rankings for its GCSE results. It is included in the list of best schools published by The Sunday Times 2024 Schools Guide.

Students follow a broad and academic Curriculum, including two Modern Foreign Languages at key stages 3 and 4. Students also study at least one Humanity subject to GCSE (which is often taught bilingually) alongside English, Mathematics and Sciences. Additionally, Hockerill offers PE, Economics, Japanese, Mandarin, Drama, Computer Science and Business Studies as well as a variety of Technology subjects, to at least GCSE level.

To support the students in preparing for life after Hockerill, there is a Careers Programme which supports all age groups and a regular Careers Fair. It also has a University Admissions Co-ordinator. Around 70% of UK students go on to Russell Group universities.

EXTRA-CURRICULAR ACTIVITIES

The Sports, Music and Extra-Curricular provision at Hockerill is extensive and underpins the College's philosophy of educating the whole person. Hockerill's musical provision is passionate and diverse, and its students can access tuition for a wide range of instruments. There are also a number of different ensembles and groups for communal music experience, under the guidance of the College's Director of Music. These include a String Ensemble, Jazz Ensemble, Woodwind Ensemble and College Orchestra. Singers enjoy the Senior Choir, Junior Choir, Chapel Choir and College Choir. The students perform in a large number of musical events throughout the year and many student musicians aspire to join the prestigious College Big Band. In addition, there are a number of dramatic productions through the year.

Sports on offer at Hockerill include Hockey, Rugby, Football, Basketball, Netball, Golf, Cross Country, Cricket and Athletics, and for a relatively small College, Hockerill performs at a high standard, winning district competitions for Rugby, Hockey, Football and Netball.

Extra-curricular activities are varied and diverse and include additional sports clubs, debating and public speaking clubs, chess club, Eco club, Model United Nations and Amnesty International clubs, Duke of Edinburgh programmes and a well established and highly respected CCF.

EXCHANGES AND TRIPS

Students are positively encouraged to participate in trips and exchanges abroad. By the end of Year 11 almost all students will have experienced school and family life in a different language and country and a number will have had several such experiences. Some students also have the opportunity to undertake work experience abroad. Recent trips have included, amongst other places, Lubeck, Munich and Potsdam in Germany, Versailles, Magny and rural Normandy in France, Liège in Belgium, Maniago in Italy, Santiago de Compostela in Spain, Tokyo in Japan, Mumbai and Tamil Nadu in India, Kampala area and Misindi District in Uganda as well as being able to practise their languages on the annual skiing trip. In recent years students have also enjoyed a Rugby trip to Canada and the USA, a Hockey and Netball tour to South Africa and our Musicians have visited the Netherlands, France, Belgium, Spain, Italy, Germany and Austria.



THE SITE

Located in the centre of Bishop's Stortford in Hertfordshire, the College has a campus with buildings ranging from Victorian to modern and surrounded by tranquil landscaping and many mature trees. On site are six Boarding Houses, all of which are located on the campus. A Health Centre, Chapel, as well as a Music Suite which has recording facilities. Hockerill's Sports Hall opened in 2019, further enhancing the College's sports offering, followed by the Science Centre in 2020. A new Sixth Form space was completed at the beginning of 2024.

HISTORY

Hockerill has an interesting history, and was originally established in the early 1850s. It was a teacher training college until 1978 and maintains links with former trainees. It re-opened in 1980 as a co-educational boarding school and became grant maintained in 1994. It completed its transformation into Hockerill Anglo-European College in 1998; at the same time becoming one of the UK's first specialist Language Colleges and adopting the International Baccalaureate Diploma Programme as its sole course for Sixth Form study. Hockerill Anglo-European College gained Academy status in February 2011.

For further information about the College, please see their website at: www.hockerill.com.



JOB DESCRIPTION

Head of Department

Responsible To:

Head of MFL

Frequent Working Contact With:

Head of MFL, other members of the Modern Foreign Language Faculty, and wider College community.

Induction, Training and Development:

Appropriate induction, training and development is valued by the College, is the responsibility of the line manager and is an entitlement to the post holder whether new to the College or to the post.

Aims of the Post:

To provide structured and appropriate learning opportunities of high quality for students in accordance with the College's mission statement.

Outline of Responsibilities:

1. To plan and prepare courses for assigned timetabled classes and groups, taking into consideration differing educational needs of students within those classes in accordance with departmental schemes of work.
2. To set and mark students' work in accordance with Key Task 1.
3. To record students' achievements at regular intervals subject to the instructions of the Head of Faculty or of other senior colleagues.
4. To ensure the discipline and safety of all students in the assigned groups and classes.
5. To write and review schemes of work when required.
6. To further develop, promote, lead and participate in the trips and exchanges programme of the department, develop the relationships with our international partners and develop relationships with new partners.
7. To participate in all meetings which relate to the curriculum and organisation of the College.
8. To take part in the review, development and management of activities relating to the curriculum and organisation of the College.
9. To participate in administrative and organisational tasks relating to such duties as are described above, including management and supervision of FLAs and providing support for teachers in the College.
10. To consult and liaise with parents when required
11. To undertake an appropriate share of collective staff responsibility to cover for absent colleagues when required.
12. To participate in Performance Management as defined by the Governors.
13. To participate in INSET courses and other professional development and training as required.
14. To contribute as appropriate to the selection and professional development of other teachers and non-teaching staff, including the induction and assessment of newly qualified teachers.
15. To take responsibility for the due care of resources and accommodation in the College.
16. To order and allocate, if appropriate, equipment and materials necessary for teaching.
17. To carry out College duties and contribute to the Clubs programme.
18. Use data effectively to plan and implement effective intervention to support all students to make progress.
19. To carry out such other duties as are necessary to meet the changing needs of the College and its students at the discretion of the Principal.

PERSON SPECIFICATION

Essential
• DfE recognised teaching qualification. Graduate or equivalent. • Successful teaching experience across the full 11-18 range. • An outstanding teacher. • Ensure effective student learning through challenging, high quality and exciting teaching. • Understanding of the work of other agencies and opportunities for collaboration. • Understanding of how quality assurance and self-evaluation can lead to improvements in outcomes for students. • Understanding of assessment in Languages, with the ability to ensure that it is used effectively to accelerate students' progress. • Readiness to adopt an ethos in keeping with the school's Core Purpose and model the values and vision of the school. • A desire to continue to learn and develop within the role. • The ability to motivate and mentor others to perform and develop. • A commitment to participate in the College's clubs programme • A commitment to participate in the College's trips and exchanges programme • A commitment to safeguarding and promoting the welfare of children and young people. • High quality communication skills. • A flexible and adaptable approach. • Resilience and determination to be successful. • Ability to work well under pressure.
Desirable
• Experience of SISRA to track and analysis student data • Experience of the IB Diploma.

Confidentiality

During the course of employment the post holder may see, hear or have access to, information on matters of a confidential nature relating to the work of Hockerill Anglo-European College or to the health and personal affairs of students, staff and parents. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of employment the post holder will have access to data and personal information which must be processed in accordance with the terms and conditions of the Data Protection Act 2018. Employees are required to act in accordance with the College's Online Safety policy.

Safeguarding Children

In accordance with the College's commitment to follow and adhere to the Department for Education guidance entitled 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children, the post holder is required to demonstrate a commitment to promoting and safeguarding the welfare of students in the College.

Enhanced Disclosure and Barring Service (DBS) clearance is essential.

Health and Safety

The post holder will comply with the College's Health and Safety policy at all times.

