



May 2019

Dear Candidate

Thank you for your interest in the post of **Teacher of Spanish and French** at St Katherine's School. This is a permanent post available from the 1 September 2019.

St Katherine's is an exciting and rewarding place to work where staff work hard to give students rich opportunities to learn, both inside and outside the classroom. We have a positive attitude to what we can achieve and we work with a can-do approach. You will find that our values run deep and are represented throughout our work with our young people - see our [website](#).

We are proud to be a fully inclusive comprehensive school and value every young person within our community. Teachers tell me they like teaching here because they get to extend themselves and feel they share their subject at the highest level. Equally, teachers tell me they get a real feeling of satisfaction from teaching some of those in our society who face the biggest challenges. We try to make it happen for every student, whatever their starting point in life. We work tirelessly to educate young people for academic success and for life.

If you apply for this post, you will be joining a team that is deeply committed to young people, that believes there are no limits to what a young person can achieve. You join a team who are engaged in their own learning and continually strive to develop their own practice and share with each other to improve our collective impact on young people.

St Katherine's School is part of Cathedral Schools Trust, situated on the edge of Bristol in a beautiful rural environment. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer.

Further information about the school, the post and how to apply can be found on the school [website](#). Please include with your application a supporting letter explaining why you have chosen to apply for the post. This should highlight the skills, qualities and experience you would bring to the post and how these would benefit our school. (No more than two sides of A4 please).

The closing date for receipt of completed applications is midnight **14 May 2019**. Interviews will be held during w/c **20 May 2019**.

St Katherine's School is an equal opportunities employer in line with the 2010 Equalities Act. St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

I look forward to reading your application.

**Justin Humphreys**  
Headteacher



## Teacher of Spanish and French

<b>School:</b>	St Katherine's School
<b>Hours:</b>	Full Time
<b>Contract:</b>	Permanent. Required from 1 September 2019
<b>Salary:</b>	£23,720 - £34,324 pa

We are seeking to appoint a dynamic and inspirational teacher with a love of languages to teach Spanish across the age and ability range and French up to Year 8. Previous experience of teaching the new GCSE is essential together with excellent subject knowledge and the ability to teach in target language.

Candidates must be passionate about teaching and committed to improving the learning outcomes of all students, able to demonstrate the ability to deliver high quality teaching and inspire and motivate young people to achieve outstanding outcomes. Excellent communication skills and the ability to work well within a team are essential.

Applications are welcome from experienced and NQT teachers.

The successful candidate will be joining a creative and dedicated team that is characterised by high support and high challenge and a willingness to develop as professionals through sharing good practice with one another. We are committed to staff development and offer a comprehensive Teaching and Learning CPD programme.

The MFL department at St Katherine's offers a rich extra-curricular programme for students to enjoy including trips abroad and exchange programmes. The successful candidate will have the opportunity to participate in these.

St Katherine's is a vibrant, medium sized 11 – 19 mixed comprehensive school, part of Cathedral Schools Trust. We are situated on the edge of Bristol in a beautiful rural setting. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer. All at St Katherine's believe that there are no limits to what a young person can achieve. Through focusing on high quality learning and teaching we work tirelessly to educate young people for academic success and life.

Further information about the school, the post and how to apply can be found on the school [website](#)

Should you wish to speak to Ms Geraldine Maringo, Associate Headteacher and Head of MFL, informally about the role before submitting an application, please email Sue Shelley, HR Manager [shelleys@skdrive.org](mailto:shelleys@skdrive.org) to arrange this.

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**Closing Date: Midnight 14 May 2019**  
**Interview date: During w/c 20 May 2019**



## St Katherine's School Job Description

<b>Post Title:</b>	<b>Teacher of Spanish and French</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the MFL Faculty as appropriate.</li> <li>• To monitor and support the overall progress and development of students</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to:</b>	Head of Faculty
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaising with:</b>	Teaching/support staff, Trust/LA representatives external agencies and parents.
<b>Working Time:</b>	Full-time/part time
<b>Salary/Grade:</b>	TMS/UPS
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the MFL Faculty</li> <li>• To contribute to the Curriculum Area development plan and its implementation.</li> <li>• To plan and prepare courses and lessons.</li> <li>• To contribute to the whole school's planning activities.</li> </ul>
<b>Curriculum Provision:</b>	To assist the Head of Faculty to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
<b>Curriculum Development:</b>	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional</li> </ul>

<b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>	development. <ul style="list-style-type: none"> <li>● To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>● To engage actively in the Appraisal Review process.</li> <li>● To ensure the effective/efficient deployment of classroom support</li> <li>● To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>● To help to implement school quality procedures and to adhere to those.</li> <li>● To contribute to the process of monitoring and evaluation of the MFL curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>● To review from time to time methods of teaching and programmes of work.</li> <li>● To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>● To maintain appropriate records and to provide relevant accurate and up-to-date information.</li> <li>● To complete the relevant documentation to assist in the tracking of students.</li> <li>● To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>● To communicate effectively with the parents of students as appropriate.</li> <li>● Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>● To follow agreed policies for communications in the school.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>● To take part in marketing and liaison activities such as Open Evenings Parents Evenings, review days and liaison events with partner schools.</li> <li>● To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>● To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>● To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>● To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>● To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>● To contribute to the preparation of action plans and progress files and other reports.</li> <li>● To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>● To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>● To apply the behaviour management systems so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>● To plan and deliver engaging lessons that will motivate all students to improve their language skills.</li> <li>● To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>● To assess record and report on the attendance, progress,</li> </ul>

	<p>development and attainment of students and to keep such records as are required.</p> <ul style="list-style-type: none"> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
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**Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- 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 manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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 job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Person Specification: Teacher of Spanish and French**

	<b>Essential requirements</b>	<b>Desirable requirements</b>
<b>Experience</b>	<p>Successful teaching in one or more secondary schools or successful teaching practice in one or more secondary schools.</p> <p>Experience of successfully planning, delivering and evaluating a scheme of work or series of lessons.</p> <p>Previous experience of teaching the new GCSE (Spanish).</p>	<p>Experience of living in a French/Spanish speaking country.</p>
<b>Qualifications</b>	<p>Qualified Teacher Status</p> <p>Relevant subject degree</p> <p>Fluent in Spanish</p>	

<b>Knowledge and skills</b>	<p>Sound knowledge and understanding of the secondary MFL curriculum and framework</p> <p>Excellent organisational skills in lesson preparation and delivery</p> <p>Excellent interpersonal and communication skills</p> <p>Ability to teach students with a wide range of learning styles.</p> <p>Excellent subject knowledge and the ability to teach in target language essential.</p> <p>Good classroom management skills</p>	<p>Commitment to using the target language as the main means of communication with students.</p>
<b>Aptitudes</b>	<p>Ability to work effectively under pressure</p> <p>An aptitude to work as part of a team whilst also being self-motivated and action-orientated</p> <p>Ability to relate well to people at all levels</p> <p>Aptitude for flexible approach to problem solving.</p> <p>An ability to manage own personal stress levels.</p> <p>A commitment to provide a quality education to the students and parents of St. Katherine's School.</p> <p>Ability to maintain personal drive and energy.</p> <p>Personal integrity, dedication and commitment to the school and its values.</p>	<p>Flexibility and a willingness to become involved in MFL developments.</p>
<b>Circumstances</b>	<p>Willingness to work irregular hours on occasions</p> <p>Willingness to organise overseas visits (Spanish exchange, Spanish trip)</p>	

**St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS and barred list checks are required for all successful applicants.**

**May 2018**