



THE GRANGE
ACADEMY
LIBERTAS PER CULTUM

Teacher of Spanish Recruitment Pack



Knowledge, Aspiration, Respect

The Grange Academy | London Road | Bushey WD23 3AA

General switchboard: +44 (2)089 509502 | thegrange.futureacademies.org



Welcome to The Grange Academy, and Future Academies

Dear Applicant,

Thank you for your interest in the position of **Teacher of Spanish** for The Grange Academy.

The Grange Academy is a flourishing mixed, non-selective secondary school and sixth form based in Bushey, Hertfordshire. Situated within parkland, and close to excellent transport links, The Grange admits students from the ages of 11 to 18.

The Grange Academy is passionate about diversity and inclusivity and we welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient **Teacher of Spanish** to join the department.

The Grange Academy is a proud member of Future Academies: A multi-academy trust, founded to improve the life chances and raise the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - **Knowledge, Aspiration, and Respect** - and our motto, *libertas per cultum* ('freedom through education').

Future Academies currently comprises of ten schools across London and Hertfordshire. Further information is available on the Trust website [Future Academies - Academies](#).

If you would like to discuss the role at The Grange Academy in more detail, please do not hesitate to contact Donika Kastrati-Sinani, HR Administrator via email:

d.kastrati-sinani@thegrange.futureacademies.org

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

Yours faithfully



Danny Bryant
Principal
The Grange Academy



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JOB DESCRIPTION

JOB TITLE:	Teacher of Spanish
RESPONSIBLE TO:	Head of Department
START DATE:	November 2024
HOURS:	Full-Time
SALARY:	MPS/UPS £31,350-£47,839

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK: The Grange Academy, London Road, Bushey, WD23 3AA.

RIGHT TO WORK: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

STAFF BENEFITS: Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme
- Two week October half term
- Fitness suite available to staff

PROBATION PERIOD: The post holder will be required to complete a 4 month probation period.

PURPOSE OF THE ROLE

The Spanish Teacher will ensure that high-quality learning takes place and that outstanding attainment and progress are secured at key stage 4 and 5.

MAIN RESPONSIBILITIES AND TASKS

PLANNING

- Plan teaching to achieve progression in students' learning through:
 - Identifying clear teaching objectives and content, appropriate to the subject matter and the students being taught, and specifying how these will be taught and assessed
 - Setting tasks for the whole class, individual and group, including homework, which challenges and motivates
 - Setting appropriate and demanding expectations for students' learning, motivation and presentation of work
 - Setting clear targets for students' learning, building on prior attainment, and ensuring that students are aware of the substance and purpose of what they are asked to do
- Provide clear structures for lessons, and for sequences of lessons, which maintain pace, motivation and challenge students.
- Make effective use of assessment information on students' attainment and progress in the teaching and planning of lessons and sequences of lessons, including SEN and EAL needs.
- Ensure coverage of the relevant examination syllabus and National Curriculum programmes of study.

TEACHING AND CLASS MANAGEMENT

- Ensure the effective teaching of classes and individuals, so that teaching objectives are met and best use is made of available teaching time.
- Establish and maintain a purposeful working atmosphere.
- Set high expectations of students' behaviour through well-focused teaching and consistent application of the Behaviour Policy and other school systems.
- Establish a safe environment, which supports learning and in which students feel secure and confident.
- Use teaching methods which sustain the momentum of students' work and keep all students engaged through:
 - Matching the approaches used to the subject matter and students
 - Clear structure and presentation of content
 - Effective use of resources and time
 - Providing opportunities for students to consolidate their knowledge and skills, both in the classroom and the setting of well-focused homework
- Meet the requirements of the Code of Practice, implement and keep records on individual education plans (IEPs) and report progress and concerns as required.
- Evaluate own teaching critically, including taking responsibility for professional improvements targets and monitoring progress.

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TEACHING AND CLASS MANAGEMENT ASSESSMENT, RECORDING AND REPORTING

- Mark and monitor students' class work and homework as required by subject and school policies.
- Assess and record student progress as required by subject and Pimlico Academy policies, including National Curriculum and other standardised tests, and baseline assessment where relevant.
- Write reports and profiles as required, including the National Record of Achievement.
- Participate in appropriate meetings with colleagues and parents/guardians.

OTHER

- Participate in curriculum, pastoral, administration, and organisation meetings.
- Contribute to the work of curriculum and pastoral teams.
- Take responsibility for own professional development and keep up to date with research and development
- Cover for absent colleagues in accordance with school policy.
- Contribute to examination arrangements.
- Implement school policies consistently and follow the procedures outlined in the Staff Handbook.
- Carry out any other reasonable responsibilities compatible with the role and grade of this post.

SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

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PERSON SPECIFICATION

	Key Requirements	Essential	Desirable
QUALIFICATIONS	Qualified Teacher Status	✓	
	Courses of further study relevant to the post		✓
	Academic qualification in the relevant subject	✓	
	Evidence of active involvement in professional development		✓
KNOWLEDGE, SKILLS AND EXPERIENCE	Excellent communication and presentation skills	✓	
	Excellent use of IT systems such as excel, word, outlook	✓	
	Excellent Subject Knowledge	✓	
	Experience using school based HR systems such as SIMS		✓
	An understanding of and commitment to the ethos of the Academy and the wider trust	✓	
	Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust	✓	
	Tact, diplomacy, discretion and confidentiality at all times	✓	
	Ability to work to and achieve tight and /or changing deadlines	✓	
	Excellent organisational skills, ability to prioritise work for self and others	✓	
	Excellent team skills and the ability to network effectively	✓	
OTHER REQUIREMENTS	The ability to remain discreet when privy to confidential information	✓	
	Commitment to safeguarding and promoting the welfare of children and young people	✓	
	Willingness to undergo appropriate checks, including enhanced DBS checks	✓	
	Willingness to undertake further training	✓	
	Have a willingness to demonstrate commitment to the Future Academies values and behaviours	✓	
	Committed to Equality, Diversity & Inclusion	✓	

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THE APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/careers-at-future-academies-london-united-kingdom-sw1v3at-schoolrecruiter)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **5 August 2024** Applications after this date will not be considered.

2. The Interview Process

The interview process will take place as soon as possible after shortlisting has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role. At least one member of the interview panel is trained in Safer Recruitment, ensuring a safe and secure recruitment process for all candidates.

3. Notification & Feedback

Candidates who have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email d.kastrati-sinani@thegrange.futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

Please note:

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.