



ASHLYNS SCHOOL



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Reception

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Teacher of Spanish (Part Time)
Information for Candidates



Welcome from the Headteacher

Ashlyns is a popular and oversubscribed school with in excess of 1500 students including a growing and successful Sixth Form.

The school was rated 'Good' by Ofsted in October 2023, with an 'Outstanding' Sixth Form.

It's our aim that work and study should be joyful; the staff and students at Ashlyns help to create the atmosphere for this to happen. There is a palpable sense of community, professionalism and a culture of high expectations, all of which are underpinned by ethical leadership.

We are a thriving school with a rich heritage. Originally established for the most vulnerable in society, our focus on helping all students to be the very best versions of themselves is central to all we do.

I hope the information here and on our website will give you an insight into our school – the high aspirations, excellent support and opportunities for our students and staff, the scope of the role and the kind of person we are looking for.

If you want to provide outstanding learning opportunities and exceptional pastoral care for students within a forward-thinking, hard-working school community, we would like to hear from you.

We welcome visits from prospective candidates prior to application. We look forward to hearing from you and welcoming you to our school.

James Shapland, Headteacher

Independence

Inclusivity

Integrity

Inclusivity

Integrity

Independence

— A —

— Our —

— We —

natural hub
here
everyone
welcome

love of
reading
feeds
curiosity
and

learn with
creativity
self-reliance



Character Education at Ashlyns School

We have a commitment to character education and we put our values of Integrity, Inclusivity and Independence at the heart of all we do.

Integrity: we act with respect, honesty, courage and justice

Inclusivity: we play our part in the social contract with kindness, service, empathy and gratitude

Independence: we strive to meet our potential with resilience, determination, self reflection and self discipline

All members of the Ashlyns' community are expected to demonstrate these values and play their part in fostering a positive and enriching environment for everyone. We look forward to welcoming staff members who will exemplify these values in their and serve as genuine role models for our students.



Working at Ashlyns School

Ashlyns School is located in the market town of Berkhamsted in south west Hertfordshire. The town is surrounded by Chiltern countryside and within easy reach of London and commutable from many nearby towns including Aylesbury, Hemel Hempstead, Luton, St Albans and Watford.

Our school is a well resourced, exciting environment. Our systems provide flexible working and a truly collaborative culture. As well as joining an experienced and close-knit team, there are other benefits that come with working at Ashlyns:

Health

- Free use of on-site gym with weekly staff fitness sessions
- Wellbeing (free access to mental health support, physiotherapy etc.)
- Free annual flu jab
- Dedicated and active Staff Wellbeing/Social Team (with leadership focus on teacher workload)

- Excellent staff facilities (ample on-site parking, large staff room, departmental offices)
- Staff Occasional Day (school usually schedules this annually)

Wealth

- London fringe allowance payscale
- Paid lunch duty available plus lunch allowance
- Herts Reward Scheme (savings at supermarkets, on leisure activities etc.)
- Cycle to work scheme

Family

- Children of Staff Admission Rule

Support

- A talented team of support staff who provide expert, whole school support (including Administrators, TAs, Premises Staff, Mentors and Technicians)



Personal and Professional

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:


- To support the school's aims, ethos and values
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, staff code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Modern Foreign Languages at Ashlyns

At Ashlyns we encourage our students to broaden their horizons and gather a better understanding of other cultures. Spanish is a hugely popular subject; we explore music, theatre and cinema in class and also have a strong tradition of exciting trips.

We are a vibrant faculty that prides itself on offering the best experiences in learning languages. We play a key role in supporting the National Languages Strategy, which aims to transform the country's capability in languages by encouraging 'language for all: languages for life!'

Students practise their speaking skills and learn about the society and culture from a Language Assistant (native speaker) in small groups. The faculty also nominates Language Learning Ambassadors - students visit local primary schools to deliver lessons they have prepared in school.



Learning in Spanish at Ashlyns

With Spanish at Ashlyns, we aim ...

- To develop an individual's intercultural understanding and broaden their horizons through learning about the Hispanic world which covers several continents.
- To improve their confidence and communication skills.
- To become a well rounded, curious member of our society.

Key Stage 5 ...
Those who choose to enrol in our Federal Spanish A level course will study the following modules at A Level concurrently under the guidance of two experienced members of the MFL department.

- Unit 1: The evolution of Spanish society**
Changes to the family structure;
The world of work;
The impact of tourism in Spain;
- Unit 2: The culture in the Hispanic speaking world**
Music;
The media;
The role of customs and traditions
Literature and the cinema;
- Unit 3: Immigration and a multicultural Spanish society**
The positive impact of immigration in Spanish society;
The challenges of immigration and the integration into Spanish society;
Public and social reaction to immigration;
- Unit 4: The Franquist dictator and the transition to a democracy**
The Spanish Civil war and the rise of Franco;
The Franquist dictator;
The transition from the dictatorship to democracy;

Assessment of listening, reading, translation, essay writing for the literature and speaking skills including a research project.

In Year 11 ...

- **Social issues**
Charity and voluntary work
Health and unhealthy living
- **Education Post 16 and Jobs, career choices and ambitions**
University or work?
Choice of career
- **Home, town, Neighbourhood and Region**
- **Recap of Family friends and relationships**

Moving into KS4, Year 10 ...

- **Technology in everyday life**
Social media
Mobile technology
- **Travel and tourism**
Holidays and travel
- **My Studies and Life at school and college**
School and subjects
- **Life at school and college**
- **Free-time activities**
Music, cinema and TV
Food and eating out
Sport
- **Global issues**
Environment
Poverty and homelessness
Customs and festivals
Spain and customs
Festivals in Spain and Hispanic countries

Core Knowledge and Skills:
These are the concepts, skills and principles that underpin our curriculum in Spanish:

- Our aim is to broaden students' horizons and encourage them to step beyond familiar cultural boundaries and develop new ways of seeing the world.
- We believe that language learning should include culture learning and is a vehicle for promoting cultural awareness, diversity and tolerance.
- Our ultimate goal with is for our students to become confident orators, active listeners, risk takers and citizens of the world.

In Year 9 ...

- **At Last Holidays**
Students learn the verb to go in the present and preterite tenses with prepositions, as well as the verb solar and common colloquial expressions. Students revise the present tense and learn the preterite tense and when to use it. Students revise the near future tense so they can talk about a future and / or ideal holiday.
- **My world and I, Family, friends and relationships**
Students learn to talk about morning, afternoon and evening routines and how to use reflexive verbs in Spanish. They learn to compare routines and how the weekend may differ. Students learn to talk about household chores and pocket money. They learn to talk about family, friends and relationships including marriage.
- **The world of fashion and technology**
Students recap clothes and learn to talk about shopping. They learn to describe different modes of shopping and the differences between Spain and England. Students learn to talk about the internet and social media. TV programmes and film, making arrangements to go out and musical tastes.


In Year 8 ...

- **My school** - Students revise present tense verbs and then learn about school, subjects, timetables including telling the time, facilities, uniform, rules and extra curricular activities.
- **My free time and town** - Places in the town and free time activities are studied. We revise the verbs jugar and hacer and learn the near future to talk about future plans. We also learn to invite people, accept invitations and turn them down.
- **My house and food** - Students learn where we live and our home and household chores. We also study the conditional tense to talk about our dream home as well as food and ordering food in a restaurant.

In Year 7 ...

- **Greet people and present myself** - Students learn how to greet people, the alphabet, to talk about themselves, family and pets, give opinions and use connectives, word order and adjective agreement in Spanish.
- **Free time** - Students learn to talk about hobbies and sport. They learn how to use the verb to play and to do.
- **Clothes and weather** - Clothing and the weather are studied. Students learn how regular AR verbs work and to use 'ir' and 'quedar'.

KS2 - Language leaders visits to primary schools



Job Description

Teacher of Spanish

Main (Core) Duties

Teaching and Learning

- Carry out teaching duties in accordance with the school's schemes of work and defined in the National Curriculum
- Plan and deliver lessons and other learning activities in accordance with the school's Teaching and Learning Policy
- Liaise with other colleagues to deliver units of work in a collaborative way and contribute to the production and preparation of schemes of work (this contribution reflecting the post holder's level of responsibility)
- Work closely with teaching and other support assistants in delivering "personalised learning" whenever reasonably possible
- Set targets for student attainment levels (using prior data provided)
- Set work for students absent from lessons in line with the school's behaviour and teaching policies
- Within the PM framework, work towards or maintain the teaching standards applicable (see documentation in PM material)

Assessment and Recording

- Record attainment and effort marks, homework set, student attendance and lesson plans
- Mark and return work (using the school's marking and assessment policy) on a regular basis and at least once every 2 teaching weeks. Marking should include feedback for improvement and progress for each student
- Provide assessment reports when periodically required with the school's assessment cycle and additional "round robin" reports when specifically requested
- Ensure that suitably adapted material and learning pathways are provided to challenge all students, regardless of their ability
- Liaise with parents on students' progress using the school diary system, letters, telephone and consultation evenings where reasonable and appropriate
- Work within the code of practice relating to special educational needs

Job Description

Teacher of Spanish

Professional Standards

- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of professional dress and appearance, punctuality and attendance
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas and consistently apply the school's prescribed sanctions and rewards procedures
- To carry out suitable evaluation and analysis of examination results and performance at the beginning of the academic year (see PA documentation) and provide a suitable summative report indicating achievements and corrective actions which might subsequently follow
- As a consequence of the PA cycle, take responsibility for personal development and progression making full use of the school's professional development opportunities and training (refer to "Investors in People" documentation for more detailed information)
- Attend team and staff meetings as appropriate, contributing actively whenever possible

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions document. Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically. Expected "standards" to be reached and maintained are clearly defined within the school's Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.

Person Specification

Teacher of Spanish

	Essential	Desirable
Qualifications	QTS	<ul style="list-style-type: none">● Good Honours Degree● Further professional qualifications
Knowledge and Skills	<ul style="list-style-type: none">● Knowledge of the National Curriculum● Able to use a range of strategies to promote learning● Able to manage and encourage good behaviour● Able to develop positive and meaningful relationships with students● Able to make appropriate use of ICT for learning● Understanding of how to use data to inform planning and improve students' performance● Understanding of a range of assessment for learning approaches, including grades where appropriate● Able to communicate with students, parents and carers about students' progress● A willingness and commitment to contribute fully to the extra-curricular programme	<ul style="list-style-type: none">● Understanding of how to use data to inform planning and improve students' performance● Able to develop best practice through wide range of imaginative approaches● Able to create an excellent climate for learning within teaching area● Able to engage with developments in teaching and learning strategies to raise achievement
Personal Qualities	<ul style="list-style-type: none">● Enthusiasm● Team-working skills● Reliability and Integrity● Personal Organisation● Flexibility● Integrity	<ul style="list-style-type: none">● Strategic Planning● Motivational Skills● Willingness to take on delegated responsibility● Interest in new developments and challenges for the subject● Innovative and creative approach to all aspects of the job role

Application and Next Steps

Please complete the online application form via the 'apply for this job' button on [Teach in Herts](#) (you will be required to set up a profile and also submit a covering letter).

We do not accept CVs. Prospective candidates are encouraged to submit their applications as early as possible as the school reserves the right to make an appointment before the closing date.

If you have any queries about the application process, or if you would like to arrange a visit to look around the school, please do not hesitate to contact Clare Richardson, HR Officer: hr@ashlyns.herts.sch.uk.

If you are shortlisted, your references will be taken up before the interview day. We will carry out an online search as part of our due diligence on shortlisted candidates. This post is exempt from the Rehabilitation of Offenders Act 1974; shortlisted candidates will be asked to complete a Criminal Records Self-Declaration Form.

Ashlyns School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Records Disclosure from the Disclosure and Barring Service, along with other relevant employment checks, including overseas criminal background checks, where applicable. All new employees and volunteers will be required to undertake safeguarding training on induction which will be updated regularly in line with statutory guidance.

Please view our [Safer Recruitment Policy](#), [Child Protection Policy](#) and [Staff Code of Conduct](#).

As an equal opportunities employer, Ashlyns School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Ashlyns School.

We operate an anonymised shortlisting process.



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