



**Required to start on 3 January 2018**

## **TEACHER OF SPANISH (Maternity Cover, Part Time, FTE 0.7826)**

This is a fixed term post from January 2018 for up to 12 months or the return of the current post holder if earlier.

We are seeking to appoint an enthusiastic, committed and skilful teacher to contribute to the teaching of A Level Spanish within our highly energetic and successful department. Collaboration within our course teams, and working together to develop the department as a whole, are essential components to the position offered.

The successful candidate will have excellent subject knowledge and a passion for inspiring students of all abilities to exceed expectations. High challenge, inspiration, and support are at the crux of what the department provides for its students. With the first new Linear Spanish A level exams in June 2018, this is an exciting time to join a strong department within an outstanding college.

As a College we are ambitious for our students and seek to appoint candidates who can bring the right blend of flexibility, commitment, energy and vision. We welcome applications from enthusiastic and versatile teachers, including new entrants to the profession.

### **Pay, Pensions and Safeguarding**

The BHASVIC Corporation has adopted the conditions of service and salary scales applicable to sixth form colleges. The current full time salary range for qualified teachers is £22,937 to £38,364 per annum (depending upon experience). This will be pro rata based on your FTE.

All teachers at BHASVIC automatically become members of the Teachers' Pension Scheme (TPS). The TPS is a contributory scheme administered by Teachers' Pensions on behalf of the government. As a member of the TPS you will pay between 7.4% and 9.6% of your gross salary (from 1 April 2015) and your employer pays a further 16.48% (from 1 September 2015). Once you have started your job at BHASVIC you have the option to opt out of the teachers' pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. For further information see [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

### **Modern Languages Department aims to:**

Maximise every student's potential and prepare them for a global future by:

- Providing a safe and positive learning culture
- Building confidence and a lifelong love of languages
- Opening their minds to alternative world views, enabling them to consider a wealth of opportunities

We are a friendly, innovative and dynamic team of staff, currently comprising of 5 teachers of whom only one is full time. We also have five very experienced and committed Foreign Language Assistants (2 French, 2 Spanish and 1 German) who see students in small groups for 30 minutes each week to prepare them for their speaking exams. Students also attend one 90 minute SOS (Self Orientated Study) session in our Language Lab each week where we have a staff member who ensures that they have the resources they need to work on skills identified as areas needing improvement.

Modern Languages are largely accommodated in four dedicated classrooms, each with an interactive whiteboard. In addition, there is a Language Lab with SANAKO software, which is also the main resource centre for students, as well as being where SOS sessions are taught. Contact time is divided into three 1.5 hour lessons per week, one of which is in the Language Lab. Course leadership roles exist across all of our courses and who leads that course is not fixed each year. There are lots of opportunities within this department to develop courses, and the team is excellent at supporting teachers who wish to innovate.

BHASVIC Spanish is operating at ALPS 4 and we would very much like to improve on this. We have extremely high standards for all our students and our department mission statement expresses clearly what we want for our students. We look to exploit diverse strategies of teaching, learning, motivation and tracking so that all students are able to access the understanding and knowledge needed to prepare them effectively for examination and beyond.

### **Courses and Specifications**

The College has a good reputation for Modern Languages. 240 students are currently studying AS/A2 Languages, 62 at A1 40 at A2, some of whom are preparing for Oxbridge entrance. We provide subject extension support once per week. We enter students through AQA and we require students to have a B or 6 at GCSE for entry.

### **HOW TO APPLY**

For details of how to submit your application, please visit our website [www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies](http://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies)

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**

**Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.**

- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

<p><b>Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.</b></p>
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The deadline for receipt of applications is **9:00 on Monday 30 October 2017**

Interviews will take place on **Wednesday 8 November 2017**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

(September 2017)

## **PERSON SPECIFICATION**

We are looking for someone who can demonstrate the following:

### **QUALIFICATIONS**

1. Qualified at degree level in Spanish and in possession of an appropriate teaching qualification (e.g. PGCE or equivalent)

### **KNOWLEDGE**

2. Up to date subject knowledge at an appropriate level and a firm understanding of how students learn.
3. A good understanding of what constitutes effective Learning Assessment and Teaching strategies.

### **EXPERIENCE**

4. Recent experience of teaching Spanish at AS/A2 level and of addressing the needs of students both inside and outside the classroom<sup>1</sup>.

### **SKILLS**

5. Ability to deliver a high standard of learning, assessment and teaching.
6. Ability to evaluate and reflect honestly and improve continually.
7. Excellent Interpersonal skills with the ability to work effectively and positively with students, colleagues and parents.
8. Understanding of and responsibility for promoting high standards of literacy, numeracy and ICT.

### **PERSONAL AND PROFESSIONAL CONDUCT**

9. Maintain high standards of behaviour which show regard for the ethos, policies and practices of BHASVIC, and be able to act within the contractual frameworks which set out their professional duties and responsibilities having regard to the SFCA teaching standards.
10. Have regard for the need to safeguard students' well-being in accordance with statutory provisions, show tolerance of and respect for the rights of others, not undermining British values.

### **DESIRABLE CRITERIA**

11. Commitment to offering students enrichment opportunities.
12. Experience of pastoral/guidance work with 16-19 year old students.

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<sup>1</sup> The experience expected of an NQT applicant is that which might reasonably be gained on a PGCE or equivalent course

## **JOB DESCRIPTION**

**Post title:** Teacher  
**Responsible to:** Head of Department

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### **Specific duties**

#### ***Teaching***

- plan, prepare and deliver an agreed teaching commitment
- set and mark student work
- assess, record and report on progress and attainment of students

#### ***Guidance and support of students***

- promote the progress and well-being of individuals and groups of students
- provide educational and careers guidance and advice to students, keeping relevant records
- communicate and consult with parents (and other external agencies)
- attend meetings as required to fulfil above duties

#### ***Assessment and reports***

- provide/contribute to oral and written assessments, reports and references

#### ***Appraisal and staff development***

- participate in the College's formal appraisal/ performance management arrangements
- review your professional practice and participate in further training for professional development

#### ***Discipline, health & safety***

- maintain good order and discipline for students both on-site and in supervised off-site activity
- secure student safeguarding (both on and off premises)

#### ***Staff meetings***

- Participate in meetings at the College for curriculum, administration or guidance purposes

#### ***Cover***

- Supervise, and so far as practicable, teach any students whose teacher is not available to teach them (following contractual guidelines outlined in the Red Book)

#### ***Public examinations***

- prepare students for public examinations, including any relevant internal assessment and moderation

#### ***Leadership and management***

- coordinate or manage the work of other staff
- review, develop and manage activities relating to the curriculum
- where appropriate, contribute to the appointment and professional development of other teachers (including new and probationary teachers and support staff)

#### ***Administration***

- participate in all relevant administration and organisational tasks
- register student attendance
- fulfil any other reasonable duties as designated by the Principal

***Below is the full statement from the Red Book:***

***Cover***

- *Supervise, and so far as practicable, teach any students whose teacher is not available to teach them with the proviso that no teacher shall be required to provide such cover:*

*(a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days;*

*(b) or where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the college for two or more working days before the absence commenced unless,*

*(i) she/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher')*

*(ii) or the college has exhausted all reasonable means of providing a supply teacher to provide cover without success,*

*(iii) or she/he is a full-time teacher at the college but has been assigned by the Principal in the timetable to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at college.*

September 2017