



**GREENSHAW**  
LEARNING TRUST



**Orchard Park**  
**High School**

# Teacher of Spanish

## Recruitment Pack

**ALWAYS  
LEARNING**

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## Dear candidate

Thank you for taking an interest in working at Orchard Park High School, one of the most successful schools in the area, well above the national average for progress 8.

We are thrilled to share with you this exciting opportunity to join us as Teacher of Spanish and we are pleased to provide you some information about our school community, which is aspirational, welcoming and supportive. Orchard Park is highly successful, proud of its ambitions and a very diverse community. We pride ourselves on routines, systems and excellence. We are a calm, happy and high achieving school.

The successful applicant will be fiercely passionate about the improvement of life chances for our children and committed to continuing to develop the foundations we have already built here at Orchard Park High School. This role would also be suitable for ECTs.

Working at Orchard Park High School takes dedication, resilience and tenacity. The successful applicant must be high performing, passionate about their subject and enthused by the opportunity to drive the department forward. The successful candidate will have a passion for improving teaching and learning, a strong understanding of developments in education and will be able to introduce ideas and strategies that have been proven to work elsewhere. They will also have exceptional organisational and personal skills to continue to develop an environment where fantastic learning can take place and all students feel able to access the highest outcomes. Our school will be disruption free every minute, of every lesson, of every day. We are relentless in our drive for high expectations.

You will also benefit from the expertise and constant feedback from Greenshaw Learning Trust. We work closely with them every single day, sharing our own work and benefitting from their insightful, supportive communication and challenge that helps us constantly improve. If you are committed to getting better every day, this is the ideal role for you.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

We would welcome an informal conversation with any potential candidates; to arrange this please contact Karen Weighill, HR Manager via email: [kweighill@orchardparkhigh.net](mailto:kweighill@orchardparkhigh.net)



Carly Moran  
**Headteacher**

## **Greenshaw Learning Trust – ‘Always Learning’**

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,700 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff 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
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

## **Terms and Conditions**

<b>Line Managed by:</b>	Head of Department
<b>Contract:</b>	Permanent
<b>Salary:</b>	MPS/UPS
<b>Hours of Work:</b>	This is a full time post
<b>Place of Work:</b>	Orchard Park High School
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report.
<b>Superannuation:</b>	Trust is an accepted organisation for the purposes of the Teachers' Pension Scheme administered by Teachers Pensions and governed by the Teachers Pensions Regulations 2010. Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements.
<b>Holiday Entitlement:</b>	Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period.
<b>Disclosure &amp; Barring enhanced Service Check:</b>	This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.
<b>Right to Work Check:</b>	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 last five years, such checks and confirmations may be required in accordance with the statutory guidance.



## **Job Description**

To work within the Spanish department to contribute to raising student achievement and the continued development of the department. We are looking for a well-qualified, energetic and enthusiastic colleague to join our ambitious and highly skilled MFL department. You will need to have the knowledge, skills and creativity to be an outstanding teacher, and the ability to teach your specialism to KS3 and KS4.

## **Main Duties and Responsibilities**

- Working within the MFL department to contribute to raising student achievement
- To contribute to the continued development of the department
- Teach the Spanish curriculum across the ability range to years 7-11
- Contribute to enrichment and intervention within the department

## **Job Purpose**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a Teacher/Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

## **Teaching**

- To undertake a designated programme of teaching across all key stages
- To teach consistently high quality lessons
- To plan and deliver schemes of work and lessons that meet the requirements of KS3 and KS4
- To be a role model for students, inspiring them to be actively interested in your subject.
- To set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- To prioritise and manage time effectively, ensuring continued professional development in line with the role
- To follow the school policies and procedures
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology.

### **Assessment, Feedback and Tracking**

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow department monitoring and tracking systems relating to students' attainment, progress and achievement
- To mark, grade and give written/verbal and diagnostic feedback as required
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To complete the relevant documentation to assist in the tracking of students
- To follow department policy regarding department tracking of student progress and use information to inform learning and teaching
- To follow setting and co-ordinating assessment arrangements in languages at all Key Stages, and in all areas as required by school policies, including standardising those assessments.

### **Staff Development**

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development

### **Student Support and Progress**

- To be a tutor to an assigned group of students if and when required
- To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Pastoral Support system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and other reports as required
- To alert the appropriate staff to problems experienced by students
- 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.
- To apply the Behaviour Policy so that effective learning can take place
- To meet with students over whom there are concerns and contact home where necessary in conjunction with year head or department head as appropriate



**Communications, Marketing and Liaison**

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Academic Review Days, liaison events with partner schools and the wider GLT

**Personal Responsibilities**

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy

*The post holder will carry out any reasonable tasks as directed by the local governing body, Headteacher or the GLT Director of Secondary Education.*

## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	
<b>Training, Qualifications and School Experience:</b> in their applications, candidates will demonstrate that they have the following training, qualifications and school experience:		
	<ul style="list-style-type: none"><li>➤ Hold a recognised degree (or equivalent) with a good classification in a relevant subject teaching qualification (QTS)</li><li>➤ Commitment to own self development</li><li>➤ Successful experience of teaching Spanish in previous school</li><li>➤ Experience of teaching to at least GCSE</li></ul>	
Criteria	Essential	
<b>Personal and Professional Qualities and Attributes:</b> in their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"><li>➤ Ability to teach your subject area up to Key Stage 4</li><li>➤ Desire to further raise overall achievement in your subject that seeks to promoting the highest standards of teaching and learning</li><li>➤ A flexible approach to the teaching of your subject that seeks to promote the learning opportunities of all students and to secure the highest possible levels of achievement</li><li>➤ Demonstrate a commitment to following the school’s principles of teaching, learning and assessment</li><li>➤ Good behaviour / classroom management</li><li>➤ Commitment to working within the School’s Safeguarding Policy and Procedures</li><li>➤ Commitment to high standards and expectations</li><li>➤ High levels of professional integrity</li></ul>	
Criteria	Essential	Desirable
<b>Professional Knowledge and Understanding:</b> In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:		
	<ul style="list-style-type: none"><li>➤ Excellent subject knowledge and a genuine passion for teaching your subject</li><li>➤ Detailed knowledge of current curriculum and pedagogical developments in the teaching of your subject and the wider curriculum</li></ul>	<ul style="list-style-type: none"><li>➤ Awareness of wider educational contemporary issues</li><li>➤ Understanding of Exam Board specifications</li></ul>

## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.greenshawlearningtrust.co.uk/join-us/staff-vacancies](http://www.greenshawlearningtrust.co.uk/join-us/staff-vacancies). The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 9am on Friday 9<sup>th</sup> June, 2023. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on the same day. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### 3. Interview Process

Interviews will be held shortly after. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible

### 6. Additional information

For further information, please contact Karen Weighill: [kweighill@orcxhardparkhigh.net](mailto:kweighill@orcxhardparkhigh.net), or call 0208 776 0220

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.