

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE



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www.holtschool.co.uk

Teacher of French and Spanish One language to KS4 and one to A level

**Full Time
Permanent
September 2020**

Main pay range/upper pay range depending on skills and expertise demonstrated at interview

The Holt is a popular and oversubscribed 11-18 girls' comprehensive school which converted to academy status in July 2011. You will join a highly successful department where results for all three Key Stages are well above the national average and many students continue with languages at KS5.

If you will inspire our students to achieve their best and want to be part of a dynamic caring community, we would encourage you to apply.

We are looking for:

- a committed well qualified linguist
- a classroom practitioner who is outstanding or aspires to be
- a team player with strong interpersonal skills

We can offer:

- a school that is ambitious and has high expectations of staff and students
- teaching across all Key Stages
- excellent professional development

The school was judged 'outstanding' by Ofsted in 2008; there are 1245 on roll (216 in the Sixth Form) and we have a record of academic success with 89% of students achieve 5 or more standard passes including English and Maths.

Further details and an application form are available from the school [website](#)

Prospective applicants are welcome to telephone Mrs Katie Warner, HR Assistant for more information about this post.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service Check.

Applications will be reviewed as they are received and the interviews arranged accordingly

THE HOLT SCHOOL

JOB DESCRIPTION



Job Title:	French/Spanish Teacher	Name:	
Reports to:	Head of Department	Issued/Reviewed:	March 2020
Pay Scale:		FTE:	1.0
Employment Status	Permanent		
Allowance:	N/A		

To be line managed by:

1. **Teaching and Learning:** (43 /50 teaching periods)

- To promote a Growth Mindset at all times
- To be responsible for the planning lessons using Higher Order Thinking Skills (HOTS), and delivery and assessment of differentiated, challenging lessons
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning projects, assignments and/or coursework/Controlled assessment in line with department/faculty policy using FROG.
- To provide accurate, developmental written and oral feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including Tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are "on report", for 'round robins' or for SEN annual reviews or exam concessions assessments. To use the school's Curiosity, Perseverance and Reflection (CPR) system to recognise hard work, effort and positive learning behavior
- To use the school's B4L policy to maintain the highest standards of behavior at all times

2. **Additional Responsibilities –**

3. **Pastoral Support**

- To be a form tutor and foster a positive relationship with students
- To communicate with the Head of Year and Student Support
- To take the register and refer any students for whom you have concerns over attendance and punctuality.
- To ensure Daily Briefing is available to students and pass on all information/letters as required
- To support each member of the tutor group through academic mentoring three times a year.
- To ensure that the registration activities follow the timetable set by the Head of Year including TftW.
- To provide written reports on personal, social and academic progress as requested
- To monitor academic performance using the information provided from termly reviews with special attention to those with EAL, SEN, PHA and the disadvantaged
- To encourage students' involvement in extracurricular activities and support House activities as appropriate

4. Professional Development

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interests and development by keeping up to date with subject knowledge and teaching methods.

5. Life of School

- To support the ethos of the school through the Mission Statement
- To comply with the School's Health and Safety Policy
- To carry out duties as published
- To attend meetings within the directed time.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Classroom Teacher	Essential	Desirable
Education and Experience		
Good honours degree	✓	
Qualified Teacher Status	✓	
Experience of teaching	✓	
6 th Form experience	✓	
Record of continuing professional development		✓

Knowledge		
Good subject knowledge and passion for subject	✓	
Knowledge of National Curriculum and initiatives		✓
Good knowledge of pedagogy	✓	
Knowledge of effective assessment strategies	✓	
Knowledge of how to use data for target setting		✓

Skills		
Good classroom practitioner using effective behaviour management	✓	
Ability to inspire and motivate students	✓	
Creativity, energy and enthusiasm	✓	
Flexible and adaptable	✓	
Excellent relationships with students and colleagues	✓	
Good communication; orally and written	✓	
Good IT skills		✓

Committed to:		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”		✓
Raising the profile of your subject within the school and community	✓	
CPSD (continuing professional self-development)	✓	

The French Department

In 2019, results in French were good: GCSE 76.1% 4-9 and 42.9% A - B at A Level.

Departmental Staffing

Our enthusiastic French department currently has four French specialists. It is a very successful department with a high profile within the school. We support new teachers as NQTs and trainee teachers through the School Direct programme run by Wokingham Federation and Reading University.

Faculty Accommodation

The department offers excellent resources. There are six large dedicated teaching classrooms and two computer suites.

French Teaching

Classes are taught in tutor groups in Year 7 and are set in Years 8 and 9. All KS4 classes are taught in sets. We follow the AQA syllabus for both GCSE and A Level. We use the new Studio range of textbooks and electronic resources in KS3, and OUP AQA Kerboodle resources for KS4 and KS5.

Extra-Curricular

The department has a very strong ethos of extracurricular opportunities. These include a Year 7 trip, a play for Years 7, 8 and 9, a Year 12 French Exchange and many cultural events throughout the year for example a Bastille Day event for KS3. There is also a Languages Club run by the 6th Form prefects for Year 7 students as well as multiple drop-in sessions to support students who need additional help.

The Spanish Department

Results in Spanish are good: GCSE 34% 7-9 and 70% 4-9, A-Level A*-B 64% and 100% pass rate in 2019. KS3 results are outstanding and above the national average.

Departmental Staffing

Our enthusiastic Spanish department currently has five Spanish specialists. It is an outstanding department who work hard maintain the high profile of Spanish within the school. The team work very closely together, supporting each other and sharing resources.

Faculty Accommodation

The department offers excellent resources. There are six large dedicated teaching classrooms and two computer suites.

Spanish Teaching

Classes are taught in tutor groups in Year 7 and are set in Years 8 and 9. All KS 4 students are taught in sets. We follow the AQA syllabus for both GCSE and A Level.

Extra-Curricular

The department has a very strong ethos of extracurricular opportunities. These include a trip to Granada for Year 9 and 10 and Seville for Years 12 and 13, a play for Years 8 and 9, Tapas event for KS3 and 4 and a dedicated Extra-Curricular day for Year 8 based on the celebration 'Día de la Hispanidad'. There is also a Languages Club run by the 6th Form prefects for KS3 students.

About the School

Thank you for your interest in applying for a post at The Holt School.

The Holt is an “Outstanding” (OFSTED June 2008) girls’ comprehensive school with an eight form entry in the main school and a co-educational sixth form making a total roll of 1281

The school, situated on the western side of the town, was founded in 1931 and whilst we are proud to uphold those traditional values by maintaining high standards of behaviour and expectations we have a modern outlook, we are ambitious and excited to embrace change.

As well as the broad and balanced curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As a school with a global outlook, we actively encourage all our students to experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication of our staff as well as the hard work from our students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at grade 4. ‘A’ level results are excellent with 61% of entries achieving A*AB and 30% A*A.

The school operates a 50 period fortnight which enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4.

We have 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate. There are also personalised CPD pathways including coaching and leadership training and pathways for middle and senior leaders.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.

INSPIRE - CHALLENGE - ACHIEVE

“To **inspire** all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring