



**GREENSHAW**  
LEARNING TRUST



**PARK HOUSE SCHOOL**

# Teacher of Spanish

## Recruitment Pack

**ALWAYS  
LEARNING**

## **Contents**

- **Candidate Letter**
- **Introduction - Greenshaw Learning Trust (GLT)**
- **GLT Mission Statement**
- **GLT Employee Benefits**
- **Terms and Conditions**
- **Main responsibilities and duties**
- **Job description**
- **Person specification**
- **The recruitment process**

## Dear Candidate

Thank you for your interest in the role of Teacher of Spanish at Park House School.

The School is on a rapid trajectory of improvement, that will be sustained over many years, it is a chance to be part of something very special. It will support career development and equip you for a further promotion within our Trust. We are based in Newbury in Berkshire which in itself is in a beautiful area of the country and provides good access to Oxford and London. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key.

Park House School joined the Greenshaw Learning Trust on 1st September 2022. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-four schools: seven in South London, five in Berkshire, one in Surrey, eight in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us soon including a secondary school in Plymouth.

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.

The school website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



James King  
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 2,600 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](#).

### Our Vision

The vision for Park House School is simple: ‘Every child to climb the mountain to the best University or Profession’. This will be supported through disruption free learning and a clear expectation of working hard and being kind.

Work life balance is central to this vision for our students. We offer a highly visible and supportive SLT, centralised planning and resources, centralised detentions, disruption free learning, whole class feedback through a clear feedback policy, lessons structure based on the Rosenshine principles, visualisers in every classroom, subject experts working together within a collaborative trust, highly bespoke professional development in a short weekly session i.e. Teach Like a Champion foci each session.

Park House School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

## **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>	<b>Head of Department</b>
<b>Contract:</b>	Permanent
<b>Start Date:</b>	As soon as possible
<b>Place of Work:</b>	Park House School, Newbury
<b>Salary:</b>	Salary calculated in line with Teachers' Main Pay Scale/Upper Pay Scale as discussed at interview.
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report.
<b>Superannuation:</b>	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period.
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced 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 the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

## Job Description

### 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 4.
- To be a role model for students, inspiring them to be actively interested in your subject.
- To complete the relevant documentation to assist in the tracking of students.
- To set expectations for staff and students in relation to standards of achievement and the quality of teaching & learning.
- 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 teaching & learning.
- To follow setting and coordination assessment arrangements in Modern Foreign 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 Student 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 the Head of Year or Head of Department as appropriate.

### Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.



### 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, etc.

### 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.

### Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

### Other job requirements

All staff will be part of the school's appraisal scheme. You will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching.

*This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.*

## Person Specification – Teacher of Spanish

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	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, 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</li> <li>● Teaching qualification (QTS)</li> <li>● Commitment to own self development</li> </ul>	
<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 area through 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 discipline/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>	<ul style="list-style-type: none"> <li>● Ability to teach a second language</li> </ul>
<b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		
	<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> <li>● Understanding of Exam Board specifications</li> </ul>	<ul style="list-style-type: none"> <li>● Awareness of wider educational contemporary issues</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 <https://www.greenshawlearningtrust.co.uk/join-us/staff>. 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.

### 2. Shortlisting

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 on 24 August 2023.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the Week 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 *Becky Withers, HR Manager* at [rwithers@parkhouseschool.org](mailto:rwithers@parkhouseschool.org)

### 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.

*We reserve the right to interview prior to the closing date should an exceptional candidate apply.*