



## **Spanish Teacher – Junior School (Commencing 1 September 2025 or November 2025)**

### **The Post**

A part-time (0.4) Spanish Teacher with suitable experience is sought to teach Spanish in Key Stage 2. The successful applicant will ideally be a graduate with appropriate teaching qualifications, preferably with qualified teacher status (QTS).

The post offers opportunities for the successful candidate to participate fully in the further development of this lively and forward-looking School. S/he must have a clear philosophy of education, demonstrate excellent classroom practice for teaching and learning, and must be prepared to offer energy and commitment.

### **Responsibilities include**

#### **Specific**

- To be the Spanish specialist for the Junior School, teaching the curriculum and syllabus laid down by the School.
- To work closely with the Head of MFL (3-18) to promote MFL both in and out of the classroom
- To maintain high standards of teaching and learning by following the policies and practices of the School, within the agreed guidelines and directives.
- To inspire pupils with a love of learning, to introduce and maintain good learning and working habits, by setting examples and good practice.
- To see to the pastoral care of the pupils.
- To maintain an attractive, stimulating learning environment.
- To be committed to her/his own professional development and to the use of ICT as a tool for teaching and learning
- To ensure that appropriate assessment and reporting are carried out in accordance with School policies for each pupil at the designated time.
- To monitor the fabric of the teaching environment and to report appropriately any defects or deterioration to the Junior School Headmaster.
- To carry out a share of supervisory duties in accordance with published rosters.
- To follow procedures for communicating with the Curriculum Leaders, the Deputy & Assistant Heads, the Junior School Headmaster and others, information concerning pupils whose academic progress gives cause either for concern or celebration.
- Parental liaison including Parents' Evenings.

- To monitor the personal appearance and behaviour of pupils, both in and out of the classroom setting, to ensure the maintenance of discipline and good order in the school.
- To work closely with, and accept guidance from, the Heads of the Key Stages, the Deputy and Assistant Heads, the Junior School Headmaster, and others.
- To organise recreational, cultural, or educational trips for the benefit of the pupils (including the organisation of the annual residential trip for Form 1 - Year 5)
- To ensure that children who are her/his responsibility are never left unsupervised either in the classroom or in the playground.

## **General**

- To be a member of a team of Teachers which protects and nurtures the Catholicity of the School to promote the spiritual, intellectual, moral, cultural, physical, and social development of the pupils.
- To observe the conventions regarding dress and decorum enunciated and published by the School.
- To communicate and liaise with colleagues as required regarding important events, updates, deadlines and matters that may affect the day-to-day running of the School.
- To assist in the administration of special events as determined by the Junior School Headmaster including: School Productions, Open Days, major sporting events and Parents' Evenings.
- To assist and support colleagues in presenting co-curricular events, in which the talents or activities of the pupils may be highlighted.
- To willingly co-operate in the Performance Review (appraisal) process.
- To have regard for personal, professional development and to attend and participate in professional development days which the Junior School Headmaster or Deputy Head may advise and/or organise.
- To attend and participate in in-service training days
- To account for all notes and / or communications from parents and see to it that these are given to the Junior School Headmaster through established channels.
- To attend all Staff Meetings called by the Junior School Headmaster.
- To actively co-operate in the development of the School policies by participating in working parties or co-operating with these in their work.

## **School Times and Co-Curricular Commitment**

For pupils, the day begins at 8.40am and classes end at 3.30pm and 3.45pm for the Pre-Prep department and the Junior department, respectively. There is a staff meeting on Mondays after School that all teachers attend.

The teacher appointed will be expected to contribute to the co-curricular life of the School. As well as providing a rigorous curriculum, the children have many co-curricular opportunities in Sport, Music, Drama and Art. Music and Drama are strengths of the School and both schools are renowned for their sport. We feel that these opportunities help to develop confident pupils and personalities where individuals value themselves and, most importantly, learn to value others and appreciate the importance of adopting a growth mindset.

Both the Junior and the Senior Schools are renowned for their care and commitment to personal development and formation. In the Junior School we aim to provide a home from home, one that prepares the children for secondary education at the Senior School.

### **Remuneration**

The salary will depend on experience and qualifications and will reflect the importance of the post. The salary will be reviewed annually.

The successful candidate will be required to sign a St Benedict's School Contract. S/he will also be subject to the new Criminal Disclosure Regulations; a criminal record will not necessarily be a bar to obtaining the position.

### **Applications and Timetable**

Candidates must apply using the School's application form. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

**Closing Date for completed applications:** 12.00 noon on Thursday 12 June 2025.

Interviews and lesson observations for shortlisted candidates will take place during the w/c 16 June 2025.

The successful applicant will start on 1 September 2025, with Induction and Inset to take place as follows:

- *Induction for New Staff* on and Wednesday 18 June 2025 and Wednesday 27 August 2025
- *Staff Inset* on Thursday 28 and Friday 29 August 2025

***A visit to the School is welcome either before or after application. It can be arranged by contacting Mrs Helen Clarkson (the SBJS Headmaster's PA - 0208 862 2054 & [hclarkson@stbenedicts.org.uk](mailto:hclarkson@stbenedicts.org.uk) ).***

Person Specification			
	<b>Essential</b>  <i>These are qualities without which the applicant could not be appointed.</i>	<b>Desirable</b>  <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A degree (e.g. BA, BSc, BEd, PGCE)</li> </ul>	<ul style="list-style-type: none"> <li>QTS</li> <li>Catholic Teachers' Certificate</li> </ul>	Production of the applicant's certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience teaching Spanish</li> </ul>	<ul style="list-style-type: none"> <li>At least two years' experience as a teacher at Key Stage 1/Key Stage 2</li> </ul>	Contents of the Application Form.  Interview  Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>Flexibility</li> <li>Good people skills</li> <li>The ability to be proactive</li> <li>A team player</li> </ul>	<ul style="list-style-type: none"> <li>ICT skills, especially knowledge and understanding of Promethean interactive whiteboards and associated software.</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Good understanding of the MFL needs of children in Key Stage 2</li> </ul>	<ul style="list-style-type: none"> <li>Good understanding of the needs of children at Key Stage 1 and Key Stage 2</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>A willingness to play a part in every aspect of life at St Benedict's School and Nursery</li> <li>A willingness to be fully supportive of the Catholic ethos of the School</li> <li>Positive attitude toward meeting the needs of the children and their Parents</li> </ul>	<ul style="list-style-type: none"> <li>Musical / Artistic Talent / Performing Arts / Sports co-curricular contribution.</li> </ul>	Contents of the Application Form  Interview  Professional references