



# Lord Williams's School

*Sic itur ad astra a tous venaunts*



## BRIEF FOR THE POSITION OF **Head of Spanish**

April 2021



Lord Williams's School is a thriving and popular comprehensive school. It is the only secondary school in Thame, a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages. Particular attention is paid to each individual student by promoting their personal, social and educational development to enable all to achieve at the highest level possible.

Our school mottoes are:

***Sic itur ad astra (thus the way to the stars)  
a tous venaunts (for all comers)***

The school is fully comprehensive and was formed in 1971 by the amalgamation of Lord Williams's Grammar School, founded in 1559, and the Wenman Secondary Modern School. The Grammar School site on Oxford Road has been developed for students in Years 10-13 and the other site at Towersey Road has become the Lower School for students in Years 7-9.

Lord Williams's School has been judged 'Outstanding' by Ofsted:

***"Lord Williams's is an outstanding school. It offers its students an exceptionally broad range of opportunities to develop their talents and interests, through a very well-resourced curriculum and the strong commitment of staff to a rich extra-curricular programme."  
Ofsted, 2011***

As a result of our continuing success, Lord Williams's School is consistently oversubscribed.

The school's Published Admission Number is 320 students per year and this will rise to 350 from 2022, giving us the exciting opportunity to develop the facilities on both sites using Section 106 expansion funding. We work very closely with our partner primary schools in the Thame Partnership to ensure a smooth transition from Year 6 to 7. There is a Sixth Form of 500 and a total school roll of over 2100. There are 300 teachers and support staff.

We promote high quality teaching and learning. We attract talented, committed and conscientious teachers who produce stimulating and challenging learning activities helped by experienced support staff. Teamwork is a key feature of our work. We are an inclusive school; we cater for all abilities and we provide access for all students. This is reflected in our work with the more able, with students with a range of learning and other difficulties and in our admissions policy for the Sixth Form.

We hope you will be interested in working at Lord Williams's School and look forward to receiving your application.

**Jon Ryder, Headteacher**

[www.lordwilliams.oxon.sch.uk](http://www.lordwilliams.oxon.sch.uk)





# Teaching & Learning

Teaching is organised through faculties with strong team structures for organising learning activities and curriculum materials. Teachers are always keen to build on proven best practice and to incorporate new ideas into their work. The Sharing Best Practice group is just one of a number of groups which focuses on the quality of the learning experience.



Our school is committed to the principles of Assessment for Learning and has a long history of working with leading practitioner, Dylan Wiliam.

Students are placed in tutor groups within year teams led by a Head of Year and Pastoral Support Officer. Most teachers are tutors.

High priority is given to supporting students with special needs including those who are most able. As far as possible students with learning difficulties are supported within mainstream classes.

The school incorporates the Communication and Interaction Resource Base for children on the autistic spectrum, with speech, language and communication needs. Most of the students spend time in mainstream lessons supported by a teacher or teaching assistant.

The success of a school depends upon the strength and cohesion of the entire staff. Colleagues enjoy administrative support from the team of support staff. We have skilled and dedicated teams who work well together throughout the school; this creates a very positive atmosphere.

The Governors are keen to appoint people of considerable all-round ability with commitment to maintain and develop our work.

*The school is an equal opportunities employer and welcomes applications from all sections of the community, irrespective of gender, ethnic origin, sexual orientation or disability.*





# Examination Results



The 2020 GCSE results were awarded in line with our performance over the last three years with 74% of students achieving 5 or more 9-4 grades (including English and Mathematics at 4+). The figure of 75% achieving both English and Mathematics at grade 4+ put us in the top 13% of schools for value-added on this measure in 2019. This builds on consistently strong student performance at Key Stage 4 over the past 4 years.

In Mathematics, the school had another year of excellent performance at 4+ grades, with 86% of the cohort achieving this measure. In English, the 9-4 figure rose to 86% of the cohort and in Science, 88% of the cohort achieved 9-4 grades in the 'Trilogy' GCSE. The 2019 FFT analysis shows 17/20 subjects achieving positive value added scores, with 9 being significantly above expectation, including English Language, English Literature, Mathematics and Science

At A-level, student achievement was also strong, following on from excellent GCSE results for this cohort in 2017. We are an inclusive Sixth Form and are providing improved life chances for a significant number of students. Just over 80% of Year 13 students normally go on to study with higher or further education providers and usually, a quarter secure places at Russell Group universities.





# Working at Lord Williams's School

## Staff Development

At Lord Williams's School particular attention is paid to staff development and to staff participation. Each year all staff have the opportunity to review their work and discuss their ideas for the future.

Training is provided to support changes and the particular needs of staff. There is a comprehensive internal training programme and colleagues are also supported to attend external training and events. As a large school, there are many opportunities for career progression.



Support for newly qualified teachers includes a reduced timetable, a planned induction programme and mentor support.

The school has a strong partnership with the Oxford University Department of Educational Studies. We take part in its PGCE programme which is school focused with interns and tutors working with school staff in a co-operative way. It has brought considerable stimulus to our own staff development work.

## Facilities

The school has excellent teaching facilities and each faculty has its own dedicated suite of rooms on both sites. The Sixth Form has its own separate accommodation on the Oxford Road site. The Foundation Centre, formerly a boarding house, has been developed to provide Sixth Form facilities.

A number of building projects have been completed recently including a new science and mathematics building, astro-turf pitch, vocational skills centre and dedicated dance & drama studio. The expansion to 12 form entry from 2022 will allow us to further enhance the provision.



## Extra-curricular activities

Lord Williams's School offers a wide range of extra-curricular activities, in many of which it has excelled, especially in dance, drama, music and sport. All Year 8 students take part in a week's outdoor education camp in July. The intention is to cater for the interests and abilities of all the students and to encourage everyone to participate.

Students are involved in adventurous activities throughout school, all the way up to the World Challenge Expedition in the Sixth Form. There is a thriving Duke of Edinburgh's Award Scheme, with over 300 participants and 70 volunteer helpers.



# Staff Benefits



## Salaries and Pensions

The school follows the Pay and Conditions of staff determined by Oxfordshire County Council.

### Teaching Staff

Pay and conditions of service set out in the current School Teachers' Pay and Conditions Document and Teachers' Pension Scheme (TPS).

### Support Staff

Pay and conditions of service set by the National Joint Council for Local Government Services and the Local Government Pension Scheme (LGPS).

### All Staff

Lord Williams's School recognises previous continuous service with any Local Authority (or one of its constituent authorities under the Local Government Act 1972) which runs up to the date on which employees start working with us.

## Moving to Oxfordshire

The Government's **Help to Buy** initiative is designed to help people purchasing their first home. Further information may be obtained from: [www.helptobuy.gov.uk](http://www.helptobuy.gov.uk).

## Accommodation at Lord Williams's School

To ease the transfer to Oxfordshire, Lord Williams's School has its own on-site one bed-roomed flats and bedsits which are available on short-term lets.

## Childcare

Lord Williams's School has a popular, purpose-built Day Nursery which cares for children aged from 6 weeks to 5 years. Based on the Oxford Road site, the Nursery accommodates 39 babies/children of staff and members of the local community. The Nursery is open during term time and half term breaks. School staff have priority for places [www.lwsdaynursery.co.uk](http://www.lwsdaynursery.co.uk)





# Location



## Lord Williams's Upper School (A)

Oxford Road, Thame,  
Oxon. OX9 2AQ

## Lord Williams's Lower School (B)

Towersey Road, Thame,  
Oxon. OX9 3NW

## Thame

Thame is a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages.



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# Head of Spanish

## General

Thank you for your interest in the post. We wish to appoint from September 2021 a well-qualified, enthusiastic and committed Head of Spanish who is able to offer a second language at Key Stage 3. The post is full-time (or 0.8 part time) and permanent. We could consider part-time candidates on a job share basis. The position would suit an experienced teacher.

This is an excellent opportunity to join one of Oxfordshire's largest and most successful schools judged 'Outstanding by OFSTED in the latest inspection. Effective administrative systems support the two sites. Students are well-behaved and motivated, and there is a strong sense of community in Thame, with a committed parent support base.

We are exceptionally strong in terms of pastoral support for all students and have the highest expectations for individual achievement whatever the starting points. Outside the classroom there are wonderful extra-curricular activities for all. Students leave the school successful and well-rounded individuals. There is a 'buzz' about learning in the school and our students are fortunate to be supported in their learning by dedicated teachers and support staff. Staff training and professional development are always a developmental priority and many of our staff move on to promotions in other schools.

## The School

The school is the only school serving the market town of Thame and surrounding villages. It is a popular school and always oversubscribed. It is a split site school – Years 7-9 on our Lower School site and Years 10 -13 on our Upper School site. There are around 500 students in our Sixth Form and we attract many students from other schools, post-16. Teamwork is a key feature of school life and so is partnership with our feeder primary schools. There is a strong drive to establish powerful curriculum links cross phase with teachers collaborating on a range of projects.

## The Languages Faculty

The school has a strong commitment to teaching Modern Languages. This is reflected in the quality of our accommodation, our resources and in the curriculum we offer. The team comprises 10 teachers with very good part-time administrative support on each site. The Head of Faculty is supported by Team Leaders for French, German, Spanish and Key Stage 3. We also have three full-time Foreign Language Assistants. Team members are motivated, friendly and very supportive. Although staff may work mainly on one site, all have a timetable which includes teaching across a variety of year groups.

## Curriculum

French and German are taught to roughly equal numbers of students as a first foreign language in Years 7 and 8. Starting in September 2021, students will take up a second foreign language alongside their first modern foreign language. This is a new initiative for the faculty and the final details are still being discussed. This will bring Spanish into Year 8. In Years 10 and 11 students can study French, German or Spanish to GCSE and we have had a 100% pass rate in recent years. We also offer an ABC Award in Practical Languages in French German and Spanish. French, Spanish and German are taught to A and AS Level. The faculty is committed to Assessment for Learning techniques across all Key Stages. Students have access to an AQA course book and a personal log in for Kerboodle. The Faculty has a very strong ethos of sharing good practice and resources.





# Head of Spanish

At Key Stage 3 students are taught in tutor groups during Years 7 and 8 and there is some setting in Year 9 when the timetable is blocked to facilitate this. There are comprehensive schemes of work and a bank of assessments at different levels for each subject in each year group. The faculty has introduced textbooks relating to the National Strategy Framework for Languages in Years 7, 8 and 9. All students are encouraged to bring dictionaries to lessons.

At Key Stage 4 there is some setting but the majority of students are taught in mixed attainment groups.

In Years 12 and 13 we teach the AQA syllabus.

## Resources

The faculty is extremely well resourced. On each site there is a dedicated suite of specialist rooms, each with a team room. All classrooms have carpets, networked computers and projectors, blackout and listening facilities. Some MFL classrooms have interactive whiteboards.

At Key Stage 3 we use Allez and Zoom. At KS4, we use the AQA course book and Kerboodle in class and students have full access to Kerboodle at home. At Key Stage 5 we use the fully interactive AQA course in all languages. The course books are supplemented with a wide range of commercial and home-produced materials.

## Extra-Curricular Work

We have a lively and exciting programme of exchanges. In Year 9 students may participate in exchange programmes to Bonn and Ploufragan, Brittany. In the Sixth Form students of German visit Berlin and Munich; students of French have the opportunity to go to Paris and there is a Sixth Form trip to Granada and Barcelona. We have developed a link with Onatti Theatre Productions and students in Year 7 are able to watch a Foreign Language play.

## Application

We hope you are interested and want to follow up with a firm application. Apply using the Teacher Application Form on our website and include a covering letter.

In your letter you should:

- State why you are interested in the post
- Identify and explain which aspects of the job description would match your skills and experience.
- You may also choose to include details of your particular interests.

Completed applications should be sent to [personnel@lordwilliams.oxon.sch.uk](mailto:personnel@lordwilliams.oxon.sch.uk)

Contact number for telephone enquiries: 01844 210621

The **closing date** for receipt of applications in the school is **9am on Monday 19th April**.

***Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.***



# Head of Spanish

<b>Post:</b>	Head of Spanish
<b>Salary:</b>	Teachers' Main Scale/Upper Pay Scale + TLR2 (1) £2,873
<b>Hours:</b>	This post is permanent and full-time or 0.8 part-time
<b>Line Management:</b>	Head of Faculty - Curriculum Deputy - Head

## Introduction (and General Duties)

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The School's Grievance Procedure will be used to resolve any dispute arising from the job description. Other relevant policies may include the Stress at Work Policy and the Dignity at Work Policy.

## Principal Responsibilities

To meet all the requirements of the Teachers' Standards, September 2012: please see: <https://www.gov.uk/government/publications/teachers-standards>

## General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

## Teaching and Learning

1. Plan, prepare and deliver high quality lessons to students at some or all of Key Stages 3, 4 & 5.
2. Report on progress and any concerns to line manager and parents.
3. Contribute to curriculum development work of the team.

## Pastoral Care

To provide high quality pastoral care as a tutor to a group of students in one year group.





# Head of Spanish

## Leading Learning:

- To set high academic expectations and ensure that all students are encouraged to maximise their learning potential.
- To lead work in the Department on maximising, monitoring and evaluating student performance
- To present an overview of learning needs and successes for Head of Faculty meetings and contribute to sharing good practice
- To ensure that curriculum developments, initiatives and courses are suitably explained and tailored to the needs of all students
- To help ensure that lessons are differentiated appropriately for the needs of all students
- To help lead Department specific initiatives to improve learning as detailed in the Department Development Plan
- To work with SENDCo, Pastoral Leaders & others on appropriate student groupings
- To ensure that the Department environment and resources are conducive to good learning and are safe and secure for all students, using risk assessments as appropriate
- To manage extra curricular clubs

**Leading the Team:** To work closely with your team leaders to maintain the highest teaching standards and to raise achievement.

- To help ensure the health, safety and welfare of all colleagues
- To lead or timetable purposeful Departmental and other meetings and ensure action points are met. Attend Faculty meetings or other professional meetings as appropriate
- To ensure that curriculum decisions are appropriately communicated to all interested parties
- To assist in the performance management of key individuals within your Department & provide training, advice or support as appropriate
- To lead the process of Department monitoring and self-evaluation, through lesson observations and work sampling
- To facilitate transition between Key Stages
- To contribute to the recruitment of staff
- To play a leading role in developing the Department timetable
- To manage the work of the Department's support staff and contribute to their Professional Development
- To manage the Department budget
- To manage the Department team in developing and maintaining cover resources
- To ensure that school reward and sanction systems are used appropriately and help with supervisory and support roles
- To support school standards in respect of behaviour and uniform
- To be an inspiring and effective role model for students and colleagues
- To support extra-curricular involvement and enjoyment of school life



# Head of Spanish

## Main Responsibilities

In addition to the duties outlined above, you will be responsible for the following for which a Teaching and Learning Responsibility payment is awarded.

**Leading Learning:** To set high academic expectations and to ensure that all students are encouraged to maximise their learning potential.

- **Monitoring and evaluation** of student performance, learning, progress and behaviour throughout the year, with a particular focus on Pupil Premium and other vulnerable groups particularly following each review.
- **Tracking** To work with the Head of Faculty to scrutinise student performance data to identify student underachievement and success and lead work to address this with Tutors, PSOs and Teachers as appropriate.
- **Overview** of teaching and learning needs; interventions and successes for Head of Faculty/SLT and contribute to school development and strategic planning.
- **To support** the Personal Development Curriculum Manager to ensure effective and cohesive delivery of an appropriate PSHE and Citizenship curriculum across the Year and help monitor the quality of tutorial time activities.
- **Manage Year specific initiatives** to improve learning and behaviour
- **To make recommendations** to curriculum leaders about student groupings and teaching and learning issues that may affect staffing and/or student learning
- **To enrich the curriculum** for the most able through working on year specific interventions.





# Head of Spanish

## General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

## Safeguarding

Ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies.

## Health and Safety

- Take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do.
- Be familiar with emergency and First Aid procedures.
- Cooperate with all issues involving Health, Safety and Welfare.
- Use work items provided correctly and in accordance with training and instructions.
- Not interfere with or misuse anything provided for protection of Health, Safety or welfare.
- Report any Health, Safety or Welfare concerns to their line managers as soon as is practicable.
- Ensure tasks are completed in a safe manner.

## Security and Data Protection

Work within the confines of the General Data Protection Regulation and to take appropriate measures to ensure the security and confidentiality of data.

## Equal Opportunities Statement

The School's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.



# Head of Spanish

## Education/Training

*Essential:* Graduate (in related discipline)

PGCE or other appropriate teacher training qualification

*Desirable:* Graduate in Spanish

## Relevant Experience

*Essential:* Teaching in a secondary school

*Desirable:* Leadership within a Spanish department

Teaching in a mixed 11-18 comprehensive school

Experience as a Tutor

Experience of delivering training and mentoring

Experience of planning and organising events including off-timetable experiences

Experience of working collaboratively with a wide range of organisations and leading multi-agency initiatives and meetings

Strategic leadership of interventions and data analysis to raise achievement

## Relevant Skills/Aptitudes:

### Teaching and Learning

*Essential:* Excellent classroom teacher who models good pedagogy

Good motivator and inspiring role model

Good behaviour management strategies with the ability to disseminate good practice

Good rapport with students, parents and professionals supporting the school's work

Ability to get the best out of students, helping all to reach their academic potential

Ability to address large audiences, both of students and adults

Proactive, visible presence around the school, supporting both Duty Staff and Site Teams

Good people-management skills when working with colleagues and external organisations

*Desirable:* Ability to teach A level

Appropriate ICT Skills and ability to analyse data

Involvement in activities outside the classroom to motivate students

Experience of monitoring and evaluating student performance and of strategic thinking

Broad understanding of what makes a challenging and stimulating curriculum





# Head of Spanish

## Leadership

High expectations of colleagues

A strong understanding of curriculum and learning issues

Proactive as a leader of initiatives

A supportive and guiding influence

Good team worker, listener and communicator

## Safeguarding

*Essential:* Motivation to work with children and young people

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Emotional resilience in working with challenging behaviours and situations with students and staff

## Special Requirements

*Essential:* A team worker

Committed to high standards from all students

Love of teaching

Commitment to promote equality of opportunity for all



# Head of Spanish

## Line Management

The post-holder reports to the Head of Faculty.

## Terms and Conditions

The Thame Partnership Academy Trust employs teaching staff working at Lord Williams's School on the conditions of service contained in the General Terms and Conditions of Employment for Teaching Staff.

## Safeguarding

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and also to The Asylum and Immigration Act ID checks.

## Equal Opportunities Statement

The School's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

