



Parkstone Grammar School

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Parkstone Grammar School

Head of Spanish Applicant Pack



www.parkstone.poole.sch.uk





Headteacher's Welcome

As the Headteacher of Parkstone Grammar School, it is my great pleasure to welcome you to our vibrant and dynamic school community. At Parkstone, we are committed to providing an exceptional educational experience that nurtures the intellectual, social, and emotional growth of every student.

We are immensely proud of our strong reputation for combining excellent pastoral support with high-quality teaching to achieve the very best outcomes for our students. Everyone who works at Parkstone is deeply committed to placing students at the heart of all decision-making.

We offer an impressive, broad and balanced academic curriculum at GCSE and A Level, complemented by an extensive range of extra-curricular and enrichment opportunities. Sporting excellence, musical performance, national competitions, and creative activities all flourish here, nurturing the whole child and supporting the well-rounded development we value so highly.

Parkstone Grammar School is a six-form entry selective girls' school with an intake of 192 students into Year 7 and a thriving Sixth Form of nearly 300 students. As a stand-alone academy, we are proud of our independence, yet we benefit greatly from collaboration with Poole Grammar School for Boys, which enables us to offer an outstanding range of A Level subjects. We are also an active member of a formal partnership of South West grammar schools, the South West Academic Trust (SWAT), sharing best practice and innovation.

Our most recent Ofsted inspection in May 2025 rated the school as Good with Outstanding for student behaviour and attitudes, and we continue to build on those strengths. Our financial position is strong, allowing us to invest significantly in our estate and facilities, creating modern, inspiring, and welcoming teaching and learning environments.

Our core values — Commitment, Courage and Compassion — underpin all that we do. They guide our mission to provide an education that not only inspires and empowers our students, but also equips them with the confidence, adaptability and ambition to thrive in an ever-evolving world.

At Parkstone, we believe that our staff are our greatest strength. We deeply value their expertise, commitment and care. The dedication of our teachers, support staff and leaders ensure that every student is known, supported and challenged. We are proud of the collaborative, caring and ambitious professional community that defines our school.

We are seeking an enthusiastic and inspirational Head of Spanish — someone who will build on our current successes, champion our values, and join our community with vision and compassion. This is an exceptional opportunity to be part of a thriving and forward-thinking school, helping to shape the lives of our remarkable young people and the dedicated staff who support them.

We look forward to hearing from you.

David Hallsworth, Headteacher



Commitment Courage Compassion



Our Guiding Principles

- Parkstone will be a seat of exceptional learning where great teachers enjoy autonomy in the classroom to inspire and challenge our able students.
- Very high-quality staff development and peer support to facilitate highly effective learning over time.
- Effective feedback to move students forward in their knowledge and skill development.
- Parkstone will achieve amongst the best schools in the country for the national progress measures at GCSE and A Level.
- A positive ethos underpinned by our values of Commitment, Courage and Compassion.
- Personalised support with highly effective intervention to enable equal access to learning.
- Students will have an understanding of global and national diversity and will be well prepared for life in an ever-evolving world.
- A strong community supported by the staff and student leadership teams.
- Compassionate, high quality advice and guidance to make informed and confident decisions regarding life after Parkstone.
- Opportunities outside the classroom which provide holistic development.
- To engage in initiatives and charity projects to contribute to the local and wider community.
- A broad, balanced and inspiring curriculum appropriate to Parkstone.
- An inspiring learning environment underpinned by a research culture and reflective practice.
- Our community will have high expectations of everyone in line with our Values and Charter.
- To instil a sense of stewardship towards our local, national and global environment.



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Our School Charter

In our community it is important that we should maintain high standards and take responsibility for our own actions.

OUR COMMUNITY RESPONSIBILITIES

- To uphold the values of our school
- To treat all persons and the environment of the school with respect
- To apply ourselves to all areas of school life
- To empower all to do our best and to take care of each other
- To challenge any inequality and prejudiced attitudes

OUR RIGHTS

- To be treated with respect by all members of our community
- To feel safe both emotionally and physically in our school environment
- To participate in all the opportunities that our school offers
- To know where we can access support and guidance
- To be challenged appropriately where we fall short of our responsibilities



Commitment *Courage* *Compassion*



Safeguarding

Parkstone Grammar 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 shortlisted candidates will be required to complete a Criminal Records Self-Declaration Form. This will allow the school to identify whether you may be ineligible for a role based on barring or a section 128 direction.

Any successful applicant will be required to undertake an Enhanced DBS Check with Children's Barred List information. They will also be required to provide the relevant criminal record checks for time spent living or working outside of the UK within the last 10 years. Applicants can find further information via gov.uk. Please note that any cost for these checks will not be covered by the school.

Further information on safer recruitment processes can be found on our website and we encourage you to read these before submitting your application. Alternatively, please contact our HR Manager if you have any questions by calling the school on 01202 605605.

Our Child Protection Safeguarding Policy can be found on our school website.



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Equality and Diversity

We are committed to maintaining a community that recognises and celebrates difference within a culture of respect and cooperation. We appreciate that a culture which promotes equality will create a positive environment and a shared sense of belonging for all who work, learn and use the services of our school. We recognise that equality will only be achieved by the whole school community working together – our pupils, staff, trustees and parents/cares.

We recognise that we have duties under the Equality Act 2010 in relation to the school community to eliminate discrimination. Advance equality of opportunity and foster good relations in relation to age (applicable only to staff), disability race, gender (including issues of transgender), maternity and pregnancy, religion and belief, sexual orientation and marital status (applicable only to staff).

We also recognise that we have a duty under the Education and Inspections Act 2006 to promote community cohesion, i.e. developing good relations across different cultures and groups, which is also covered within our spiritual, moral, social and cultural activities.

We also appreciate that these duties reflect the international human rights standards as expressed in the UN Convention on Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

- All pupils, families and staff are of equal value
- We recognise and respect difference
- We foster positive attitudes and relationships, and a share sense of cohesion and belonging
- We observe good equalities practice in relation to staff
- We aim to reduce and remove inequalities and barriers that already exist
- We consult and involve ensuring views are heard
- We aim to foster greater community cohesion
- We base our practices on sound evidence
- We set ourselves specific and measurable equality objectives



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Benefits

Parkstone is pleased to be able to offer all staff members:

Core Benefits

- A contributory pension scheme relevant to your role (including access to Teacher and Local Government Schemes).
- Occupational sick pay.
- Tailored Continuous Professional Development (CPD) through the South Central Teaching Hub.
- Free access to the Employee Assistance Programme (EAP) - confidential support network that offers expert advice and compassionate guidance 24/7 covering a wide range of issues, such as: Legal Information, Bereavement Support and Online CBT among much more.
- All staff are entitled to a 'Golden Day' once a year – a paid day off or part time equivalent.
- Specsavers voucher for eye test and amount towards glasses if needed for DSE use.
- Four additional non-teaching days throughout the year, allowing for department planning time.
- Two disaggregated INSET days, allowing for an earlier finish at the end of the Summer term.
- Free Yoga and Pilates sessions throughout the term.
- Termly Staff Wellbeing and Workload groups to raise and solve issues.

Flexible Benefits

- Cycle to work scheme
- Eligibility to join The Blue Light Card discount scheme



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Leadership Structure

Headteacher

David Hallsworth

Vision
Staffing
Finance
Governors
Staff Wellbeing
Community
BCP Links
SWAT – Directors
Middle Leadership
SDP/SEF
Network and Website
Marketing and Publicity
Line Management of LG

Deputy Headteacher

Teaching and Learning
Curriculum
Key Stage Manager Year 11
Pedagogy
Homework
Literacy
Numeracy
Admissions
Activities Week
PFSA
SWAT
Line Management

Assistant Headteacher

Key Stage Manager Year 7
Personal Development
Student Wellbeing
Senior Mental Health Lead
SEND
Examinations
EVC
Role of Tutor
SMSC and British Values
Assemblies
DFTW
Extra-curricular monitoring and intervention
Anti-Bullying
Line Management

Assistant Headteacher

Staff Development
Key Stage Manager Years 8 + 9
Appraisal
CPD
Timetable
Cover
House System
Student Voice
Whole School Calendar
Equality
Line Management

Assistant Headteacher

Assessment
Key Stage Manager Sixth Form
Student Tracking and Reporting to Parents
Poole Grammar Link
UCAS
Pupil Premium
Alumni
Senior Awards
Line Management

Assistant Headteacher

DSL
Key Stage Manager Year 10
Behaviour and Rewards
Safeguarding
Prevent
E-Safety
CLA
Junior Awards
Attendance and Punctuality
Line Management



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Job Description

Required from 1 September 2026, or as soon as possible from Monday 13 April 2026

Responsible to:

The Headteacher
Senior Leader with responsibility for your subject area

Responsible for:

The students in your charge
Subject staff in the department
ITE students in the department

Important relationships:

Students and parents
The Leadership Group
Heads of other departments
Heads of Year
Learning Support Coordinator
Examination Manager
Other members of the teaching and support staff
The Trustee Body and in particular the trustee attached to the department

Important external relationships:

Staff in all phases of local schools and the other relevant educational establishments
Subject- specific professional organisations

Main purpose of the job

- To ensure the development of students by teaching the curriculum with due regard for the aims and objectives of the school and the needs of individual students
- To lead and manage the Spanish Department and raise standards of student progress and outcomes within the curriculum area
- To monitor and support student progress within the curriculum area
- To promote successful learning and to take responsibility for effective teaching and learning within the department in accordance with the aims of the school.
- To support, advise and encourage members of the department and to monitor their performance
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department
- To run enrichment and trips within the department



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Employment Duties

This job description is to be performed in accordance with the provisions of the Teachers' Pay and Conditions document and within the range of duties set out in that document.

The Leadership Group is aware of the complexities and pressures of the role of Middle Leaders and will work to support them in carrying out this role through the Line Management system.

Main responsibilities of the job

1 Curriculum

- 1.1 Keeping abreast of new curriculum thinking teaching methods and examination syllabuses and leading developments where appropriate in line with national developments
- 1.2 Coordinating and having overall leadership of Spanish taught in school within and outside the taught curriculum
- 1.3 Being accountable for the development and delivery of the curriculum area
- 1.4 Establishing and regularly revising written aims and objectives, programmes of study, schemes of work and appropriate policies for the department
- 1.5 Arranging for the effective assessment of students as required by departmental and school policies
- 1.6 Drawing up departmental homework and coursework/controlled assessment policies within school guidelines
- 1.7 Monitoring and evaluating the department's work in line with agreed school procedures
- 1.8 Introducing and implementing change as a result of the departmental evaluation
- 1.9 Ensuring that e-learning is firmly embedded in the work of the department and that this enhances student learning
- 1.10 Having overall strategic leadership of Spanish trips

2 Resources

- 2.1 Keeping abreast of developments in resources, including textbooks and e-learning
- 2.2 Identifying the resource needs of the department, establishing priorities, planning and monitoring the expenditure of the department budget
- 2.3 Having responsibility for the effective management of departmental resources
- 2.4 Monitoring the condition of, the access to, and the secure storage of all resources belonging to the department



Commitment

Courage

Compassion



3 Staff

- 3.1 Working with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of the students and to the aims, objectives and strategic plans of the school
- 3.2 Having responsibility for the day to day management of the department
- 3.3 Ensuring that all relevant information on curriculum and resources is communicated to all members of the department
- 3.4 Promoting the use of a variety of teaching methods and strategies, and providing guidelines in the departmental schemes of work
- 3.5 Setting standards of good practice in the department with regard to the delivery of the curriculum, teaching styles, record-keeping and assessment and ensuring that members of the department are working to these common standards
- 3.6 Assisting with the selection of teaching staff for the department
- 3.7 Providing the appropriate information to the Timetabler for the construction of the timetable and ensuring a balanced allocation of classes and teaching groups to staff, in conjunction with related departments
- 3.8 Contributing to the school's procedures for lesson observation and learning walks
- 3.9 Recognising and utilising the strengths of members of the department
- 3.10 Identifying areas in which members of the department need to acquire specific skills and supporting them in the acquisition of these skills
- 3.11 Disseminating CPD information and encouraging the professional development of the department and themselves
- 3.12 Holding regular departmental meetings with agendas and notes (copies to the Headteacher and Line Manager). Members of the department should be encouraged to table agenda items so that matters of concern to them can be discussed
- 3.13 Having regular meetings with their Line Manager
- 3.14 Providing full and regular feedback to members of the department, through departmental meetings, of matters discussed at Leaders' meetings
- 3.15 Providing a channel of communication through which members of the department can make their views known to the Leadership Group
- 3.16 Promoting enthusiasm, openness to new ideas, commitment and a happy and homogenous departmental team
- 3.17 Supervising and assisting the Early Career Teachers and ECT+1s in the department
- 3.18 Managing and supervising the work of any support staff attached to the department
- 3.19 Working with the lead on the programme for Initial Teacher Training within the school where appropriate
- 3.20 Being involved in the Teacher Appraisal process within the school both as a reviewer and reviewee
- 3.21 Checking that appropriate arrangements are made for classes when staff are absent
- 3.22 Attending and contributing to Leaders' Meetings



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4 Students

- 4.1 Monitoring the overall academic progress through SISRA and wellbeing of students within the department and taking action where there is cause for concern
- 4.2 Leading the department on target setting for students
- 4.3 Leading the department in the effective tracking of students progress and effective intervention strategies
- 4.4 Ensuring that appropriate, accurate and up-to-date data on student progress and attainment is maintained within the department
- 4.5 Celebrating and rewarding the achievement of students within the department
- 4.6 With the department, looking at ways of raising the achievement of students
- 4.7 Providing students with subject specific advice of subject choices and Higher Education entry where appropriate
- 4.8 Working with members of the department on disciplinary matters with students
- 4.9 Ensuring that the Behaviour Management system is implemented in the department so that effective learning can take place
- 4.10 Ensuring quality consistent reports are written by all members of the department
- 4.11 Providing appropriate information to the Examinations Manager on student entries for examinations

5 Other responsibilities

- 5.1 Establishing and maintaining a safe, high quality teaching and learning environment in the subject area
 - 5.2 Formulating the departmental self-evaluation and development plan in consultation with the department and contribute create the termly Teaching and Learning report
 - 5.3 Promoting links and cooperation with other departments and outside bodies where appropriate
 - 5.4 Writing the annual Spanish examinations analysis and review for the Headteacher
 - 5.5 Encouraging departmental involvement in school initiatives
 - 5.6 Encouraging departmental involvement in extra-curricular school activities
 - 5.7 Providing such reports on the department as may be required by the Trustees or Headteacher
 - 5.8 Contributing to the formulation, and cooperating in, the implementation of school policies
 - 5.9 Engaging with department self-evaluation, utilising external data measures e.g. L3VA, RAISE
 - 5.10 Playing a full part in the life of the school community, supporting its aims and ethos and encouraging staff and students to follow this example
- 6** Undertaking other such duties as may reasonably be expected, in addition to carrying out the responsibilities and duties of a classroom teacher (Main or Upper Pay Scale) when undertaking the teaching of students

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The Department

PERSONNEL

Modern Languages at Parkstone are divided into three departments (French, German & Spanish) consisting of six members of staff, including the Head of each department. Most team members are able to teach a combination of two languages.

CURRICULUM

KEY STAGE 3

Year 7

All students complete a foundation year of study in French (3 hours per fortnight) in order to build upon and secure their transition from Key Stage 2. Students follow a bespoke curriculum, focused on embedding phonics and key structures, with a wide range of resources produced by the department and the benefit of a Dynamo 1 and Studio 1 Active Teach subscription. In addition, all students also learn German and Spanish for 3 hours per fortnight, switching between the two languages in the Spring Term.

Year 8

All students study French (3 hours per fortnight), German (2 hours per fortnight) and Spanish (2 hours per fortnight) in Year 8. Students broadly follow the Dynamo 2, Mira Express and Echo Express courses respectively, although these are being modified to support preparation for the new MFL GCSEs. During Year 8 students select 6 option subjects to pursue in Year 9. Students are encouraged to select at least one language

Year 9

French, German and Spanish are all offered as option subjects which students can select for 3 hours per fortnight. This pre-GCSE year includes preparation for the GCSE courses. During the year students narrow down their 6 options ready to study 4 as GCSE subjects.

KEY STAGE 4 (Years 10 and 11)

Students can choose one or more language options to follow at GCSE as part of the options process. Around 90% of students typically choose to continue their language studies at Key Stage 4. Students will be following the new Edexcel GCSEs in French, German or Spanish.



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KEY STAGE 5

Students can choose to study one or more languages as part of their A Level course. Students follow the AQA A Level courses in French, Spanish and German, using the AQA A level textbooks and Kerboodle, alongside many authentic resources. Groups are taught in conjunction with Poole Grammar School, creating mixed gender classes.

RESOURCES

French and Spanish are very well equipped with a range of course books, texts, audio-visual resources and ICT. The departments aim to create a stimulating environment including lively displays of students' work. A further room is equipped as a Language Laboratory with a class set of PCs.

DEPARTMENTAL EVENTS AND TRIPS

All three subjects have successful programmes of cultural visits and other activities. We enter the annual Spelling Bees for each subject and the Year 9 Translation Bees. We also celebrate Languages Week every September. Our students enjoy age appropriate French, German and Spanish plays from the Onatti theatre company. Year 12 students can opt to complete the Foreign Language Leaders Award, as an enhancement option which allows them to organise a Languages Festival for younger students as well as teach French and Spanish at a local primary school.



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Person Specification

We are seeking a highly skilled colleague who will be dynamic and committed to the school. The qualities, skills and experience we are looking for include:

- excellent academic/professional qualifications
- the ability to lead, inspire and support a team, delegating where necessary
- the highest possible expectations of attitudes to learning and student progress
- excellent classroom skills
- proven record of success in teaching
- the ability to demonstrate enthusiasm and passion for the subject
- excellent knowledge and an awareness of current developments in the subject
- proven or emerging experience of leadership
- the ability to work well within a team
- excellent inter-personal skills
- decision-making skills
- excellent communication and presentation skills
- ICT skills that enable you to make the best use of new technology to support teaching and learning
- the ability to work effectively under pressure
- a commitment to safeguarding and promoting the welfare of our students
- a commitment to the wider life of the school
- a commitment to equality of opportunity
- a commitment to continuous improvement and professional development
- boundless energy and a sense of humour!



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Applying for the Head of Spanish post

Candidates should apply by school application form only. Application forms are available on the school website, or upon request from the HR Manager by emailing recruitment@parkstone.poole.sch.uk

Closing Date: 9.00 am on Monday 23 February 2026

Interviews: TBC



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Contact us

If you would like more information about Parkstone Grammar School please email recruitment@parkstone.poole.sch.uk

Alternatively, if you wish to discuss the vacancy please call 01202 605605 8.00 – 4.30 Monday to Thursday and 8.00 – 4.00 on a Friday.

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