



Sutton Coldfield Grammar School for Girls

Application Pack for Teacher of Spanish

Start date: **September 2025**

Closing date for applications: **9.30 am on Tuesday 6th May 2025**

Interview date: **Thursday 8th May 2025**

Full time, Permanent Post
(Part-time expressions of interest considered)

Teachers' Main Pay Range or Upper Pay Range
Applications from both ECTs and experienced teaching staff welcome

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

Tel: 0121 354 1479 | email: recruitment@suttcold.bham.sch.uk
twitter.com/suttcold | facebook.com/suttcold | www.suttcold.bham.sch.uk

Dear colleague,

Thank you for your interest in this post. We are looking for a passionate, innovative, and dedicated subject specialist to join our thriving Modern Foreign Languages team as a Teacher of Spanish. The ability to teach French up to GCSE is desirable but not essential.

There are over 1200 students in the school, including 316 students in our Sixth Form comprised of a mixture of students who were with us in Year 11 at Sutton Girls and others who joined at the start of Year 12. We are currently planning a new two-storey building to add to our existing excellent facilities to enhance the provision for our Sixth Form student and provide additional classrooms.

Ranked the 45th best state secondary school nationally in the recent Sunday Times Parent Power Survey, we take pride in offering students an inspirational environment. We provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. Our students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-Level results, we provide students with so much more than mastery of examination syllabuses; we have a wide ranging and developing super-curricular offer. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Every individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge expeditions to Tanzania and ski trips to Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls.

These are exciting times for the school; we have fantastic results, and we continue to reflect on ways we can improve and support students to make further progress and realise their ambitions.

We are embedding a culture of development across the whole staff. There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions are included in most staff meetings, and these are led by a variety of colleagues. We are informed by educational research; this year we are focussed on increasing student engagement and participation by developing our questioning, using positive language and modelling constructive responses to mistakes. We are continuing to refine our approach to assessment, monitoring and intervention and are embedding the VESPA approach within our Sixth Form. Growth mindset strategies and character development are central to our day-to-day activities as we continue to enhance our practices whilst maintaining staff and student well-being.

	GCSE Grades 9/8	GCSE Grades 9/7	Progress 8	A-Level Grades A*/ A	A-Level Grades A*/ B
August 2024	66%	86%	1.04	51%	73%
August 2023	61%	83%	0.94	56%	83%

Please visit our [website](#) to find out more about life in our Sixth Form and discover the opportunities we offer. This link to [our Spring 1 newsletter](#) gives you a flavour of what has been happening in school recently. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff, with the formal induction programme and buddy system alongside the daily informal help readily offered by colleagues to each other.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls; we look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'B Minards', written in a cursive style.

Dr B. Minards
Headteacher



The Modern Foreign Languages Department

All students begin French in Year 7 and are taught for 6 hours per fortnight in tutor groups. They begin Spanish in the summer term of Year 7. The allocation for Year 8 and 9 students is then 3 hours each of both French and Spanish per fortnight. At GCSE, all students study one language, with some opting to study both. GCSE classes have 5 hours per fortnight of teaching. A-Level students receive 10 hours teaching per fortnight.

In both languages, we share resources and best practice to enhance the student experience, to ensure consistency and to support staff workload. In French at KS3, our KS3 curriculum is supported by the 'Dynamo' textbooks, for which we have a digital subscription. In Spanish at KS3, our curriculum is supported by the 'Claro' textbooks, for which we also have a digital subscription. At both GCSE and A level we follow the AQA courses and have digital subscriptions for these materials. We also offer the AS qualification for linguists keen to continue with French/Spanish for an additional year, these students are taught alongside A-Level students.

Students are very successful at all levels in the department, achieving excellent results each year. The staff in the department are passionate linguists and supportive, dedicated colleagues.

GCSE Spanish results

		Percentage of students achieving grades					
Entries		Grade 9	Grades 9 - 8	Grades 9 - 7	Grades 9 - 6	Grades 9 - 5	Grades 9 - 4
2024	70	27%	51%	76%	89%	91%	100%
2023	45	26.7%	48.9%	77.8%	95.6%	97.8%	100%

A-Level Spanish results

		Percentage of students achieving grades			
Entries		A*	A* - A	A* - B	A* - C
2024	6	33%	50%	50%	100%
2023	5	0%	80%	100%	100%



Subject Teacher Job Description

The subject teacher is under the guidance and leadership of the Head of Department in teaching the subject and in undertaking additional responsibilities, which can be reasonably assigned in respect of the subject.

A Planning, teaching and class management

Achieve progression of learning for allocated students through:

- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught, and in line with schemes of work;
- setting tasks which challenge students and ensure high levels of interest;
- conveying appropriate and demanding expectations to students which are based on targets set using baseline data;
- providing clear objectives and structures for lessons, maintaining pace, motivation and challenge;
- making effective use of assessment and ensuring coverage of schemes of work;
- monitoring and intervening to ensure students behave in a manner which maximises teaching and learning;
- using a variety of teaching methods;
- sharing good practice with others in the department;
- establishing a safe working environment which supports learning and in which students feel secure and confident;
- contributing to planning and development within the department;
- participating in the development of appropriate departmental materials and schemes of work.

B Monitoring, assessment, recording, reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to:
 - check work is understood and completed,
 - monitor strengths and weaknesses,
 - inform planning and recognise the level at which the student is achieving;
- prepare and present informative reports to parents;
- contribute to the setting and marking of all forms of departmental assessment.

C Other professional requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school, especially those relating to the safeguarding of, and promoting the welfare of, children;
- establish effective working relationships and set a good example through personal presentation and professional conduct;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices.



Person Specification

- Good honours degree in a relevant subject area and a love of the subject.
- Qualified Teacher Status.
- Ability to teach Spanish in the secondary phase from Years 7-13.
- Ability to teach French in the secondary phase desirable but not essential.
- An excellent classroom teacher, who can demonstrate high levels of expertise in assessment for learning, adaptive teaching, and meeting the needs of every student.
- Ability to demonstrate clear exposition, low stakes assessment, retrieval practice and providing feedback.
- Reliability and integrity.
- Keen to be involved in curriculum development.
- Committed to the ethos of Sutton Coldfield Grammar School for Girls.
- Ambitious for own career.
- Ability to embrace and be part of a fast paced, dynamic environment.
- Willingness to learn and use Microsoft Teams.
- Recent relevant professional development.
- Evidence of excellent relationships with young people and adults.
- Excellent communication skills and ability to work calmly and effectively under pressure.
- A shared approach to problem-solving and achieving goals.
- Strong organisational, personal time management and planning skills.
- Ability to motivate and enthuse students, especially very able individuals.





What you can expect as a teacher at Sutton Coldfield Grammar School for Girls

Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities, and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

As a teacher you can expect:

- The initial support of a Buddy
- Full access to the induction programme
- The support of your line manager in curriculum and class management matters
- Full support in your duties as a Form Tutor
- Guidance for career development and professional development opportunities
- Information on issues relating to your job
- An annual review of your overall performance. The opportunity to be a member of the Teachers' Pension Scheme
- The opportunity to join the BHS Healthcare Plan and/or sign up to our Cycle to Work Scheme.

As a member of the teaching staff, SCGSG expects you to:

- Act in accordance with safeguarding and child protection procedures
- Observe a smart, business-like code of dress
- Follow the school rules and codes of practice, including the staff code of conduct
- Ensure that students observe the rules and codes of practice
- Ensure your public attitude and behaviour gives positive messages to those around you
- Attend parents' evenings, open evenings, INSET days as required
- Take part in department, pastoral, and other staff meetings as required
- Be aware of the aims of the school and the areas being developed in the current School Development Plan
- Keep up to date with developments in your own subject
- Ensure your classroom practice is inclusive and reflects a full awareness of the requirements of the Teachers' Standards.

At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.

How to apply

To apply for the post of Teacher of Spanish at Sutton Coldfield Grammar School for Girls, please complete the application form and enclose a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post.
2. Outline the experiences that you believe have prepared you for this post.
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview. Completed applications should be emailed to recruitment@suttcold.bham.sch.uk for the attention of Dr Barbara Minards, Headteacher.

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Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



Safeguarding

Sutton Coldfield Grammar School for Girls 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 applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- 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.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.



Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.

If this person is not available please contact

**Deputy DSL/SPOC: Mrs Samantha Hart
Mrs Lisa Neal
Mrs Meg Mahoney
Miss Rebecca Pegg
Dr Barbara Minards**

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

