

WORKING AT HILLVIEW SCHOOL

# JOIN OUR TEAM

For Appointment of:  
*Teacher of Spanish*



# WELCOME

Based in Tonbridge, Kent, Hillview School for Girls is an 11 to 18 girls' all-ability school with a thriving, mixed Sixth Form. We chose to become an academy in August 2011 and are one of the highest-achieving non-selective girls' School in Kent. Our dynamic Performing and Visual Arts specialisms have a profound impact upon learning and contribute to the purposeful, friendly and stimulating atmosphere that permeates the school. We foster self-esteem and high aspirations.

By encouraging a 'can-do' culture, our students become astute, ambitious and independent. Visitors often comment about how articulate and enthusiastic our students are. We believe in the pure potential of every child within the school, to develop, mature and thrive, leaving education fully ready for the world of employment. We place a high emphasis on education beyond grades, actively exploring a wide range of opportunities to develop the awareness and engagement of our students in the world around them.

Hillview is a fully inclusive school where independence is developed through an innovative education and inspirational opportunities.

Our vision is that: students unlock their pure potential to drive their future and thrive in society.

The pure potential belief is integral to everything that we do in school and the outcomes we expect for our students. The skills and beliefs at the heart of the pure potential graphic pull together the Performing Arts values, the desirable attributes of a future employee and awareness of the world. Hillview believes in success and achievement beyond grades and highly values the breadth of character and experience that enables our alumni to stand out from the crowd and secure a successful role in the ever-changing modern world. Through our inclusive Hillview society, we actively develop and promote the independent learner and thinker, encouraging students to try, make mistakes and learn for themselves.

We help students develop a range of transferable skills from teamwork, leadership and independence through to communication, self-expression and time management. Our strong pastoral system ensures that behaviour is excellent and there is a relaxed but purposeful atmosphere throughout the school here young people can thrive and feel supported.

We have a vibrant, mixed Sixth Form that provides a variety of pathways for students to extend their learning, gain work experience with one of our many industry partners and prepare for university or work.

We were selected by Tatler Magazine as 'One of The Best State Secondary Schools In 2017'.

Further details of the school, including breakdown of performance figures, can be accessed through: [www.hillview.kent.sch.uk](http://www.hillview.kent.sch.uk)

Applicants are warmly invited to visit the school before applying.



**THE 2ND  
HIGHEST  
PERFORMING  
NON-  
GRAMMAR  
SCHOOL IN  
KENT**

# JOB DESCRIPTION

**Job Title: Teacher of Spanish**

**Location: Tonbridge, Kent**

**Duration: Full Time**

**Reporting to:  
Curriculum Leader MFL**

## Core purpose of the post

- To provide a high quality educational experience for all children

## General duties and responsibilities

- To carry out the duties of a schoolteacher as set out in the *School Teachers' Pay and Conditions Document*
- To continue to meet the required standards for Qualified Teacher Status
- To be fully involved in the department including the leading of extra-curricular clubs and activities

## Knowledge and understanding

- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand all stages of child development
- Have a sound knowledge of Spanish and French

## Planning, teaching and class management

- Provide clear structure for lessons and for sequences of lessons, which maintain pace, motivation and challenge
- Prepare sequences of lessons that ensure students are able to meet requirements for coursework within the set timescales
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons
- Be familiar with and use the EPI approach effectively in all the lessons
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident
- Use a variety of teaching and learning styles to keep all pupils engaged
- Be familiar with the Code of Practice and identification, assessment and support of pupils with additional educational needs
- Evaluate your own teaching critically to improve effectiveness
- Be a safe practitioner

### Monitoring, assessment, recording, reporting and accountability

- Assess and record each pupil's progress systematically with reference to the school's and the department's current practice and use the results to inform planning
- Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress
- Provide reports on individual progress to the Headteacher and parents as required

### Other professional requirements

- Establish and maintain effective working relationships with colleagues and parents
- Participate as required in meetings in respect of the duties and responsibilities of the post
- Be aware of the need to take responsibility for your own professional development

### Person Specification

The following selection criteria are the skills and experience required for this position:

- The possession of relevant teaching qualification and/or experience of Spanish and French
- Knowledge and understanding of the demands of the Spanish and French course
- The ability to work towards and achieve high standards in teaching across all Key Stages
- An ability to differentiate effectively and to use a variety of teaching and learning styles
- A commitment to developing teaching and learning styles in Spanish and French
- Willingness and ability to work as a member of a team
- A commitment to extra-curricular activities, including subject related trips
- Good communication skills
- Confidence to be pro-active and a good role model

# THE MODERN LANGUAGES DEPARTMENT

The Modern Languages Department at Hillview School for Girls is an enthusiastic and cohesive department. All of the 3 dedicated Modern Languages classrooms have an I3Touch board. The department has been successfully using EPI for many years at KS3. At KS4, we continue to use EPI alongside GCSE books. At KS5 we use a variety of textbooks and authentic resources. All Key Stages have access to online platforms and utilise numerous different manipulatives to enhance student engagement and understanding.

## Staffing

The Department's staff includes the 5 teachers (all full time and one part time), all graduate specialists. The department is involved in the day-to-day practical mentoring of trainees.

## Courses

Hillview School for Girls has a 2 week timetable that consists of 25 periods per week with each period being 1 hour in duration. In the fortnight, Years 7 and 8 have 5 lessons, Year 9 have 3 lessons, Year 10 have 5 lessons and Year 11 have 5 lessons. Our Schemes of Learning at KS3 are adapted from the national curriculum and focus on the EPI approach. They are planned to give students confidence in understanding and producing the language confidently and fluently. The emphasis throughout is on enabling students to develop their ability to grasp new ideas, to communicate them and to work independently. The Key Stage 3 course is delivered over 3 years and it provides a solid foundation for GCSE Modern Languages. Classes are not set in any Key Stages.

In KS5 we offer students the opportunity to complete AQA A Level French and/or Spanish. Year 12 and 13 GCE students have 10 hours of study per fortnight with an additional fortnightly assessment hour which is supervised directed study time. French and/or Spanish is taught as a two year course as a combined Year 12 and 13 class.

## Extracurricular activities

The department runs weekly GCSE revision sessions, with weekly drop-in help sessions available to pupils to consolidate or receive help across all Key Stages. We also have a Cine club at KS3. The Department is currently running a trip to Barcelona at KS4 and is involved in the Turing Scheme. The Department is looking to expand the enrichment opportunities offered across the department including involvement in day trips in or out of the country as well as local or national competitions.

## The Post

We are seeking to appoint a committed member of staff with a passion for Modern Languages, who is capable and enthusiastic about teaching across all key stages. The successful candidate will need to be familiar with EPI or be prepared to go through CPDs to successfully use EPI in their lessons.

The school is committed to staff development and provides excellent opportunities for career development.

A key attribute of the successful candidate will be the skill to further develop the talents of highly committed and enthusiastic Modern Languages teaching and support teams.



# THE APPLICATION PROCESS

A completed application form should be sent, by post or by email, to Mrs. A. Dennett (HR Manager)

[dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)

Closing date for applications: Friday 8 March 2024

Interview date: To be confirmed.



Pure Potential

- Curiosity
- Unity Creativity
- Empathy Respect
- Self-belief Aspiration
- Courage Communication
- Commitment Resilience
- Excellence Employability
- Reflection Responsibility

INSPIRATION  
INNOVATION  
INDEPENDENCE  
INCLUSIVITY





# CONTACT US

Hillview School for Girls  
Brionne Gardens  
Tonbridge  
Kent, TN9 2HE  
SAT NAV POSTCODE: TN9 2DQ

Telephone:  
01732 352793

Email:  
[dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)

Website:

<https://www.hillview.kent.sch.uk/>