



CANDIDATE BRIEF  
TEACHER OF SPANISH

# LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk) or visit our website:- [www.queensmeadschool.org.uk](http://www.queensmeadschool.org.uk)

Yours sincerely

Rhona Johnston  
**Head Teacher**

# HOW TO APPLY



Applications must be received by **9am** on **Friday 12th March 2021**

Please email your completed application form and covering letter for the attention of the Head Teacher to:  
**[recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)**

If you have any questions, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)

# DEPARTMENT OVERVIEW



## Overview

MFL is considered to be a leading department within the school. The EBacc has raised the profile of MFL within our school and students are strongly encouraged to study a Modern Language at GCSE. We also teach small groups of students at A Level.

The Department consists of a strong team who are committed to working together. Staff are keen to plan and prepare resources to share workload and this allows them the time and scope to develop fun and creative lessons. Staff prepare lessons so that every student meets their full potential. There are often trips to Europe which can recommence once it is safe to do so.

## Staffing and Resources

The Department consists of seven members of staff and Foreign Language Assistants of French and Spanish. Each of our teaching rooms is Wi-Fi enabled and contains an interactive Smartboard. All teachers are provided with an interactive slate which allows them to move about the classroom freely whilst maintaining contact with the whiteboard, as well as an iPad to enhance learning. We have access to Linguascope and Kerboodle. There are also a wide variety of books available to staff for reference.

The MFL building has six large classrooms and one classroom in the main block. Having a building for languages helps to promote collaborative teaching and ensures that support is always available.

## Teaching Groups

KS3 and KS4 classes are mixed ability. There are small French and Spanish classes at KS5.

## The Courses

Year 7 and 8 students follow either Allez or Zoom.

At KS4, we currently use the AQA examination board and are using the AQA coursebooks from Oxford University Press.

At KS5, we currently use the AQA examination board for A Levels.

# PERSON SPECIFICATION

## Classroom Management

To maintain classroom discipline and help maintain school discipline in accordance with school policy standards and procedures; to arrive promptly at lessons and tutor sessions and dismiss students at the correct times; to keep checks on students' attendance at lessons and follow up absences as appropriate; to liaise with Heads of Department and/or pastoral staff on matters of concern relating to individual students.

## Subject Responsibilities

To follow conscientiously, departmental syllabuses and schemes of work for each teaching group; to prepare properly lesson materials and to mark students' work consistent with departmental and school assessment policy; to set and mark homework in accordance with departmental and school policy; to have the highest reasonable expectation of individual student performance; to play a part in organisation and administration.

## Recording Student Progress

To keep appropriate records of individual students' work and achievements, consistent with departmental and school policy; to make a proper contribution to the writing of school reports; to complete such National Curriculum assessments as are required.

## Pastoral Responsibilities

To teach the pastoral curriculum and to follow conscientiously personal, social and health education syllabuses and schemes of work; to act as counsellor and guide to individual students in the tutor group, both in relation to personal development and specific phases of educational development and transition.

## Administration

To carry out efficiently the various necessary administrative functions of the Form Tutor including school requirements in relation to the proper and accurate keeping of registers.

## Development Aspects

To play a part in the development of departmental, curriculum development group and year team meetings as appropriate; to seek to identify personal staff development and INSET needs and ensure that these are discussed with Head of Department/senior pastoral staff.

## Appraisal/Performance Management

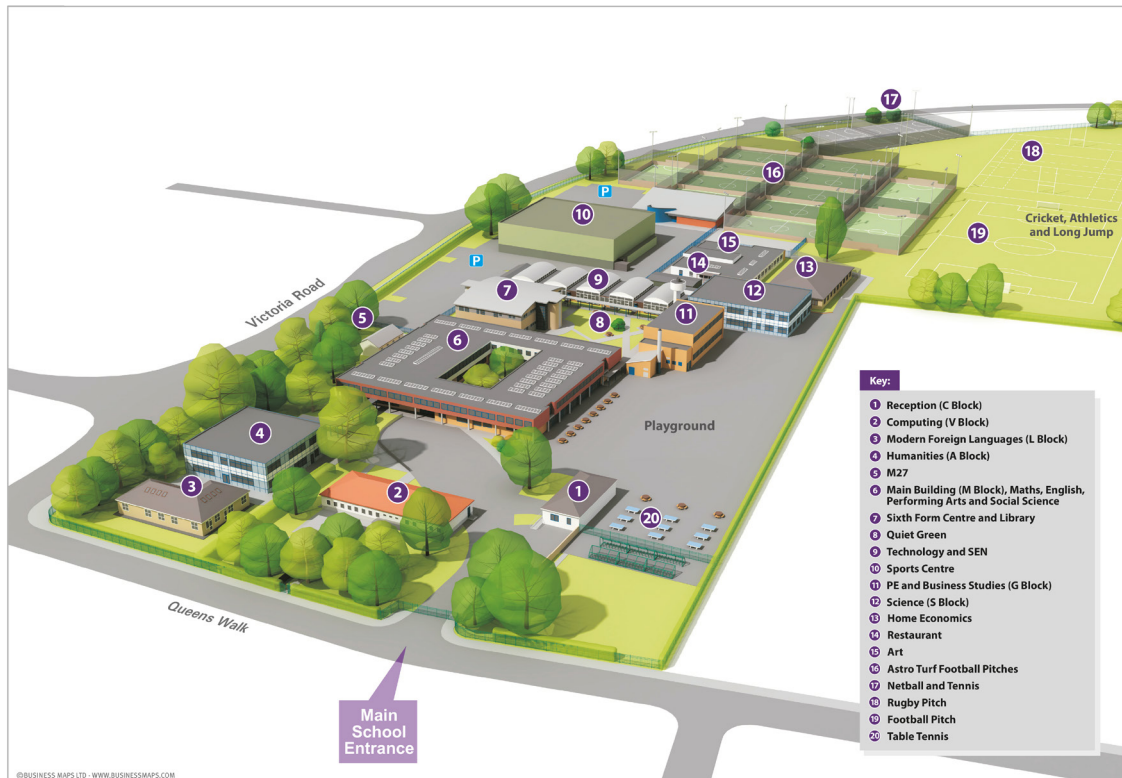
To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.

## Health and Safety

To ensure that practice is, in all respects consistent with the requirements of Queensmead Health and Safety at Work policy as well as with any subject specific health and safety guidelines.

# QUEENSMEAD

excellence through learning



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