

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE



Tel: 0118 978 0165

holt.school@holt.wokingham.sch.uk

www.holt.school.co.uk

Teacher of Spanish and French

Full time or Part time 0.5FTE

Permanent

Start date: September 2025

Main pay range/upper pay range depending on skills and expertise demonstrated at interview

Come and join our fabulous school, where students are engaged and eager to learn and our staff are passionate about inspiring them.

We are looking for someone who is:

- a committed well qualified linguist
- ability to teach both languages to GCSE and ideally one to A level
- a classroom practitioner who is outstanding or aspires to be
- a team player with strong interpersonal skills
- be keen to participate in aspects of wider school life

In return, we can offer:

- teaching in Key Stages 3, 4 and 5
- a strong, supportive, forward looking and effective department
- very positive climate for learning where students want to work hard and do well
- an ethos of staff well-being, including early finishes ahead of parents' evenings, minimal evening events, and off-site PPA
- a team of cover supervisors to ensure teachers rarely cover colleagues' absence
- personalised pathways of CPD, including coaching and leadership training for aspirant middle and senior leaders

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, graded as Outstanding in the Ofsted inspection of March 2023. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Rob Darby (Head of Modern Foreign Languages) for more information about this post and would be warmly welcomed to come for a visit to see us in action.

The Holt School 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 candidate will be subject to a full Disclosure and Barring Service Check.

Closing date – 9am, Thursday, 24th April 2025

We reserve the right to assess and interview on receipt of application.

THE HOLT SCHOOL JOB DESCRIPTION



Job Title:	Spanish/French Teacher	Name:	
Reports to:	Head of Faculty	Issued/Reviewed:	March 2025
Pay Scale:		FTE:	
Employment Status	Permanent		
Allowance:	N/A		

To be line managed by:

1. **Teaching and Learning:** (.50 teaching periods)

- To promote confidence and resilience through stoicism, humility and gratitude at all times.
- To be responsible for planning lessons using the principles of The Holt Pedagogy (Quality First Teaching) and delivery and assessment of differentiated, challenging lessons
- To follow The Holt procedures
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning , assignments and/or NEAs in line with department/faculty policy using Teams and Sims.
- To provide accurate, developmental feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are “on report”, for ‘round robins’ or for SEN annual reviews or exam concessions assessments.
- To recognise hard work, effort and positive learning behaviour using the school policies.
- To use the school’s B4L policy to maintain the highest standards of behaviour at all times

2. **Additional Responsibilities**

3. **Pastoral Support**

- To be a form tutor and foster a positive relationship with students
- To communicate with the Head of Year and Student Support
- To take the register and refer any students for whom you have concerns over attendance and punctuality.
- To ensure Daily Briefing is available to students and pass on all information/letters as required
- To support each member of the tutor group through academic mentoring three times a year, Year 7 and 10 only
- To ensure that the registration activities follow the timetable set by the Head of Year including TftW.
- To provide written reports on personal, social and academic progress as requested
- To monitor academic performance using the information provided from termly reviews with special attention to those with EAL, SEN, MA and disadvantaged/vulnerable students.
- To encourage students’ involvement in extracurricular activities and support House activities as appropriate

4. Professional Development

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interests and development by keeping up to date with subject knowledge and teaching methods.

5. Life of School

- To support the ethos of the school through the Mission Statement
- To comply with the School's Health and Safety Policy
- To carry out duties as published
- To attend meetings within the directed time.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Classroom Teacher	Essential	Desirable
Education and Experience		
Good honours degree	✓	
Qualified Teacher Status	✓	
Experience of teaching	✓	
6 th Form experience	✓	
Record of continuing professional development		✓

Knowledge		
Good subject knowledge and passion for subject	✓	
Knowledge of National Curriculum and initiatives		✓
Good knowledge of pedagogy	✓	
Knowledge of effective assessment strategies	✓	
Knowledge of how to use data for target setting		✓

Skills		
Good classroom practitioner using effective behaviour management	✓	
Ability to inspire and motivate students	✓	
Creativity, energy and enthusiasm	✓	
Flexible and adaptable	✓	
Excellent relationships with students and colleagues	✓	
Good communication; orally and written	✓	
Good IT skills		✓

Committed to:		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”		✓
Raising the profile of your subject within the school and community	✓	
CPSD (continuing professional self-development)	✓	

The Modern Languages Faculty in 2025

Departmental Staffing

Our enthusiastic Modern Languages Faculty currently has 9 specialist language teachers across both French and Spanish. The team work very closely together, supporting each other and sharing resources to continually improve their practice, and they work collectively to maintain the high profile of languages within the school.

Faculty Accommodation

The faculty offers excellent resources. There are six large, dedicated teaching classrooms and two computer suites as well as a dedicated faculty office for the staff.

French and Spanish Teaching

At the start of year 7, half the year group start learning French and half the year group start by learning Spanish. They continue to study that language until the end of KS4, but students have the option of taking the other language in a fast-track GCSE course. Classes are taught in tutor groups in Year 7 and are set in Years 8 and 9. French students follow the Studio and Dynamo courses, and the Spanish students follow the Mira and Viva series. All KS4 students are taught in sets. We currently follow the AQA syllabus for both GCSE and A Level.

Extra-Curricular

The faculty has a very strong ethos of extra-curricular opportunities. These include house competitions, music clubs, trips and extra-curricular days dedicated to promoted cultural aspects of the French and Spanish speaking worlds. There is also a student-edited Spanish magazine, and a Languages Club run by the 6th Form prefects for KS3 students as well as multiple drop-in sessions to support students who need additional help. Furthermore, we now offer an array of overseas trips for students to expand their cultural capital and improve their confidence in speaking French and Spanish.