



Candidate brief for the position of  
**Teacher of Spanish - Fixed Term**

**Bancroft's**  
Independent Co-educational Day School 7-18

# Bancroft's

Independent Co-educational Day School 7–18



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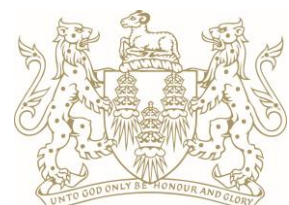
How to Apply

**Bancroft's School** High Road Woodford Green Essex IG8 0RF

**Senior School** T. 020 8505 4821 E. [office@bancrofts.org](mailto:office@bancrofts.org)

**[www.bancrofts.org](http://www.bancrofts.org)**

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## The Role

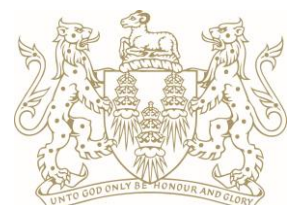
The Modern Languages department is looking for a bright and enthusiastic teacher of Spanish to join their thriving and forward-looking department. This is a temporary role due to a member of staff's planned absence. We require a teacher with the ability and some experience in teaching Spanish up to A Level; the ability to teach an additional language from those we offer would be an advantage.



## Key Responsibilities

### Responsibilities

- To deliver subject curriculum to pupils in an engaging and energetic manner, fostering a love of languages
- To inspire pupils to develop a passion for learning, always having the highest aspirations for all pupils
- Teaching pupils through the School at Key Stages 3, 4 and 5, including examined groups at GCSE and A level
- Marking, assessment and grading within the department, always setting the highest standards of personal organisation and administration
- Attending regular meetings of the department, both formal and informal, to discuss policy, teaching methods, approaches to the subject and the sharing of common challenges and concerns



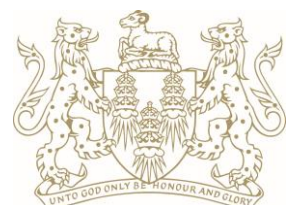
- Adhering to departmental policies and to meet School deadlines insofar as it applies to the department

## **Responsibilities in relation to the pupils and to what is taught:**

- Keeping abreast of developments in the subject, maintaining contacts with professional associations
- Participating in discussion, within the department, on the development of appropriate syllabuses and schemes of work at all levels
- Ensuring pupils are properly prepared and entered for exams
- Participating in the setting and marking of internal exams
- Giving appropriate guidance to pupils who wish to study the subject at further levels
- Assisting with co-ordinating the organisation of trips and other extra-mural activities in relation to the department
- Maintaining the image of the subject as an interesting and valuable one. Keeping learning environments stimulating and interesting

## **Responsibilities in relation to the School:**

- Carrying out School policy, including the School safety policy, in the context of the department
- Communicating departmental matters to the Head of Department, discussing examination results and raising issues of concern
- Marking entrance exams and interviewing where necessary
- Supporting the use of ICT within the department
- Presenting the department at Open Days etc. as the need arises

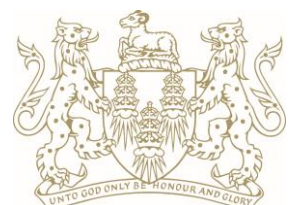


- Ensuring that the facilities used by the department, including equipment and teaching areas, are maintained in an appropriate condition
- Contributing to the co-curricular life of the school



## Additional Work Information

- This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role.
- The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared for such events.
- Bancroft's School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.
- To carry out such duties that may be reasonably required by your line manager.



## Safeguarding

Bancroft's is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, Governors and volunteers to share this commitment.

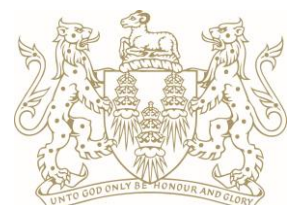
Successful candidates are required to undergo child protection screening appropriate to the role, including checks with past employers and the Disclosure and Barring Service (DBS).



## The Person

### Essential Criteria

- Have a good degree in Spanish
- Have the ability to teach Spanish to A Level and Oxbridge level
- Be enthusiastic, confident, and diligent
- Be cooperative and an effective team member
- Develop and maintain good relationships with students and colleagues
- Have a good understanding and awareness of safeguarding procedures
- Be willing to contribute to the co-curricular and pastoral life of the school



## Desirable Criteria

- QTS/PGCE
- Ability to teach a second language (from those we offer) to KS3
- Experience of teaching high ability students
- IT literate to support teaching and learning
- Commitment to ongoing professional development

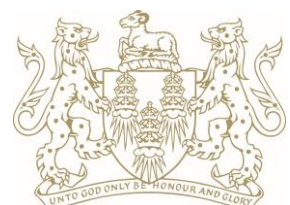
## The Department

The Faculty of Modern Languages is a well-established, lively and successful department comprising twelve teachers and four language assistants. The Head of Languages is supported by separate Subject Heads for French, Spanish and German, which are offered at iGCSE with CiE and A level with AQA, and Russian, offered at GCSE with Edexcel. All Year 7 pupils study 2 languages from French, German and Spanish in tandem.

Russian is an additional option in Year 8. All pupils will continue to study at least one modern foreign language to GCSE as part of the core curriculum, with many students choosing to do two languages to GCSE in each year group.

Our suite of classrooms is on the first floor of the main building, with the departmental office at its centre. This has teacher workstations and photocopying facilities. Each classroom is equipped with a computer, where all our digitalised sound and video files are stored, and a Smart Board.

The school provides generously for departmental resources and as well as course books and related pupil workbooks, we have subscriptions to a range of online resources, including Active



Teach and Kerboodle, which complement our KS3, KS4 and A-level AQA courses. Lower down the school we are using *Studio* for French, *Mira* for Spanish, and *Echo Express* in German.

The department has an excellent record of examination results. The percentage of A and A\* grades at GCSE is well above average for similar schools. A-level and Oxbridge success have been similarly impressive over time.

The department runs several foreign trips and exchanges. Spanish offers study trips to Salamanca in years 8 and 9 and Granada in the 6<sup>th</sup> form. We have celebrated the 40<sup>th</sup> anniversary of the German exchange with Haßfurt and French students are offered a week's stay in Normandy in years 7 and 8 and a study trip to Nice in the Sixth Form.

There is a variety of support, extension and enrichment opportunities for all year groups in all languages. Students in Year 7 and 8 can enter spelling and translation bees in French, German and Spanish and Spanish students enter a short film competition in year 11. In the 6<sup>th</sup> form students take part in debating and translation competitions and a Spanish theatre festival. We organise theatre and cinema trips to London, invite guest speakers from industry to speak to our students about languages and offer the MFL leaders programme to our year 12 students

Language students and staff may also benefit from a number of foreign trips organised by other departments, notably skiing trips and regular visits to Berlin, Saint Petersburg, and other destinations.

This is an exciting time of change for modern languages at Bancroft's, as we seek to build on past success to widen the range of language study available to our pupils. The advertised post will be a rewarding position for a linguist with enthusiasm and a high level of expertise in two of





the languages we offer. The successful candidate will find a niche in a group of very friendly and co-operative colleagues.

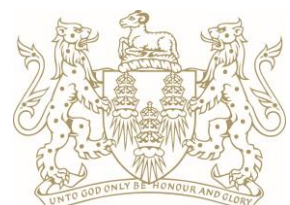


## The School

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.

We are now a co-educational independent day school for around 1200 pupils from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music and attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.

We have the highest expectations for every child in the School and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.



At Bancroft's we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.

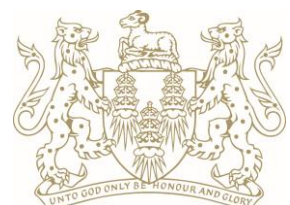
Bancroft's has a selective 5 or 6 form entry at 11+, with just under half the pupils coming from the Preparatory School. The school uses its own entrance exam and admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft's among the top co-educational schools in the country.

Due to the continuing Covid-19 pandemic, students were unable to sit their GCSE and A Level examination in June 2021. Instead they received Teacher Assessed Grades which were awarded after a rigorous review of various evidence including tests and coursework.

82.2% of all GCSEs at Bancroft's in 2021 were awarded the top grades of 9 or 8; 99.1% achieved either grades 9/8/7 with 99.8% graded as a 5 or better.

In common with the pattern across the country, the number of top A Level grades which were awarded to Bancroft's pupils increased. Bancroft's pupils achieved 63.9% at A\*; 98.1% of exams were awarded grades A\* - B.

Bancroft's is a forward-looking, modern school; a centre of excellence for the twenty-first century.





## Working at Bancroft's

The successful applicant will receive an attractive salary package according to experience and expertise. Benefits include free school lunch and refreshments during the day, private medical insurance, pension (TPS) and concessionary fees for children attending the school (dependent upon academic assessment). We have a generous CPD budget and staff are encouraged to look for opportunities to develop their skills and expertise either to further their career or to support their enjoyment of their role. We have a Staff Wellbeing Group, and an active Senior Common Room who organise a range of social events. Staff have access to various sporting facilities such as the gym and the swimming pool at allocated times. We also have a staff group working on Diversity and Inclusion and are founding members of the Schools' Inclusion Alliance.

## How to apply

An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities> or by emailing [recruitment@bancrofts.org](mailto:recruitment@bancrofts.org)

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

