

# TEACHER OF SPANISH

## Candidate Pack



# HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where *"staff overwhelmingly feel well cared for"* and behaviour is *"exemplary."* [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and school leadership team (staff and student) which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,440 students including over 400 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2023 A level examinations; 60% of all A level grades were A\*-A with 82% of grades being awarded A\*-B. In GCSE examinations, students achieved an average Attainment 8 score of 71.2 and a Progress 8 score of 0.63 with 24% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths. Many of our school leavers from Year 13 have offers from top universities to choose from, including an average of 24 places at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective state school of the year many times over. Securing a place at Owen's has been described as *"winning the lottery"* in the Good School Guide, *"the golden ticket"* in Tatler and Ofsted judged us *"outstanding"* in all categories in December 2023, with no areas for improvement.

If you'd like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you

**Hannah Nemko**  
Headteacher



# TEACHER OF SPANISH (MPS/UPS)

**Full Time, Permanent Post  
Required for September 2024**

Closing date: 12pm, Friday 3 May 2024

Interview date: Thursday 9 May 2024

*We reserve the right to make an appointment before the closing date, so early applications are encouraged.*

The Governors of this highly successful, partially selective, mixed school invite applications for the post of Teacher of Spanish. We seek a highly motivated and energetic candidate to join our very successful and very well resourced Modern Languages department as part of a team of specialist language teachers (teaching French, German and Spanish) and language assistants. The vast majority of students are expected to take a language at GCSE and Spanish is a very popular option. Due to the popularity and success of Spanish at A Level, outstanding subject knowledge is a must. Energy, a fantastic sense of humour, and the desire to do all you can to help our students achieve their potential are all essential ingredients in the successful candidate.

In the 2023 A level examinations, 90% of A Level Spanish results were graded A\*-A with 100% graded A\*-B.

In 2023 GCSE examinations, over 91% of GCSE Spanish results were graded at 5 or above, with 67% achieving a grade 7, 8 or 9.

You can read more about the Modern Languages Department by following this link:

<https://damealiceowens.herts.sch.uk/departments/modern-languages/>



DAME ALICE  
OWEN'S  
SCHOOL



# WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. Therefore, it is a place where you can focus your energies on developing effective teaching and learning strategies and grow as a practitioner. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum, as is cover, courtesy of a team of dedicated cover supervisors. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Teaching at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and teachers' careers. If you would like to work in a school where your passion for education can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.



# JOB DESCRIPTION

**Post Title:** Teacher of Spanish  
**Responsible to:** Head of Spanish

**Purpose of the Role:** To teach a range of classes across the 11 – 18 age and ability range and use available resources to maintain the highest possible standards of teaching and learning in the subject.

## Teaching and Learning

- Teach well prepared, challenging lessons in accordance with Dame Alice Owen's expectations;
- Make good use of class information and data to ensure all students are supported and challenged according to their needs;
- Demonstrate your commitment to personal development through your actions and your commitment to your own Performance Management;
- Implement curriculum change as appropriate;
- Contribute to the writing and delivery of appropriate Schemes of Work which meet the academic needs of all students as directed by your HoD;
- Ensure public examination syllabuses are taught thoroughly, keeping abreast of changes and swiftly making amendments as required;
- Promote a stimulating learning environment, including useful and stimulating displays, which encourage students to learn.

## Achievements and Standards

- Track and monitor individual students to bring about improvement where needed;
- Ensure appropriate participation in departmental moderation as required throughout the year;
- Take responsibility for overall behaviour management within lessons and throughout the school to ensure a safe, secure and structured learning environment;
- To play an active role in performance management and self-development activities.

## General requirements

1. To carry out any pastoral support roles (including being a tutor and delivering PSHRE) as required;
2. To contribute to the extracurricular offer;
3. To play a role in ensuring effective safeguarding and wellbeing of our students;
4. Provide clear and useful feedback to students and parents/carers as required;
5. To attend periodical after school meetings/events such as Visitation (Prize Giving), Parents' evening, as required by the Headteacher and published in the school calendar;
6. To check your email regularly and respond in a timely manner;
7. To contribute articles to the half-termly newsletter as appropriate;
8. To complete any other reasonable tasks as required by the Headteacher.

# PERSON SPECIFICATION

Education	Desirable/ Essential
Holds a degree (or higher) level qualification in a related subject	E
Holds QTS	E
Up-to-date in-service training in subject and whole school issues	E
Additional qualifications relevant to the post	D
Experience	
Recent experience of teaching the 11-18 age range	E
Experience of producing examination results to a high standard	E
Experience of facilitating outstanding extra-curricular provision	D
Specialist skills and knowledge	
An innovative and exciting approach to teaching and learning with an understanding and proven practice of excellence for all	E
Strong working knowledge of the National Curriculum, issues and developments	E
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	D
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
Other	
An outstanding classroom practitioner	E
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
A problem solver with a 'can do' attitude	E
Ability to multitask, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extracurricular activities	E
Excellent emotional intelligence and interpersonal, communication skills	E
A good sense of humour!	E

# HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Tony Meekin or Chris Tanner, Heads of Spanish and MFL respectively at [meekina@damealiceowens.herts.sch.uk](mailto:meekina@damealiceowens.herts.sch.uk) / [tannerc@damealiceowens.herts.sch.uk](mailto:tannerc@damealiceowens.herts.sch.uk)

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk)

