



Sydenham High School

G D S T

Brief for the position of
**Head of Spanish &
Teacher of French**

Sydenham High School GDST





Dear Candidate,

We are looking for an exceptional leader to join our Languages department and develop this dynamic and strong department to maintain the high academic expectations of our school and to contribute significantly to our community.

Sydenham High is a selective school with a mission to ensure that every girl reaches her full academic potential. Our rich and diverse curriculum, with a full range of subjects as well as excellent enrichment provision outside of lessons, enables our students to develop the skills and personal attributes to prepare them for the challenges and opportunities of an ever-changing society.

We are ambitious and forward thinking, looking to ensure our school continues to offer an outstanding education to our young people as well as the very best in pastoral care. Tolerance and mutual respect are a cornerstone of our ethos alongside an education which delivers a contemporary, innovative understanding of what it means to educate the ‘whole child’.

With exciting plans in place for a large capital development project including new innovation spaces, classrooms and a new Sixth Form, we are looking for a well-qualified, enthusiastic and dynamic person to lead with assurance and clarity on the teaching, learning and innovation within Spanish. The successful candidate will be a passionate individual, strongly motivated to make themselves an active part of this thriving community.

I very much look forward to meeting you,

Ms Antonia Geldeard
Head



Our School

Sydenham High School, was founded in 1887 by four pioneering women, becoming one of the last schools to be opened by the Girls' Public Day School Trust. In 1934 the school transferred to its current site in the leafy suburbs of South East London. Sydenham High prides itself on enriching young minds in a way that will endure a lifetime. The School's original Anglo Saxon motto, 'Nyle ye drede', means 'fear nothing' and girls are continually encouraged to have a 'can do' approach to all they do. Sydenham High is selective but diverse, welcoming girls with wide-ranging abilities, talents and backgrounds into a close community that is large enough to offer choice and flexibility but compact enough to ensure that no girl is overlooked.

The Girls' Day School Trust

The Girls' Day School Trust (GDST) is a leading family of independent girls' schools in the UK, with 23 fee-paying schools and two academies. A registered charity, it has 19,000 students, 4,000 staff and a network of 70,000 alumnae.

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students.

In addition to supporting the work of individual schools in supplying excellent induction and learning opportunities for staff, the GDST network provides access to an extensive training programme, including development opportunities, conferences and grants for individual courses of study.



Site and Facilities

Ongoing investment by the GDST has seen the school's facilities continue to expand. A Performing Arts Centre was opened in 2006, comprising a 90-seat Recital Hall and the 152-seat Westwood Theatre, and the assembly hall was renamed Longton Hall and refitted to provide concert and performance facilities. There are specialist features for the teaching of Science, IT, Music, Art and Design and Technology. Sports facilities include an indoor sports centre, gym, large all-weather pitch and a 7.5 acre sports ground in Lower Sydenham. The Sixth Form centre has been refurbished to include a generous common room, study rooms and classrooms. In 2014 the historic dining hall was refurbished and extended to include a glass orangery, new serving area and new state-of-the-art kitchens.

The Prep School is home to 240 pupils from the age of 4 to 11. It is based in an attractive large Edwardian family house with light and spacious purpose-built modern additions. The school is set within its own attractive grounds, five minutes' walk from the Senior School and takes full advantage of the Senior School facilities. The personalised approach allows each girl to develop at her own pace. Most girls in the Prep School move into the Senior School.

The Senior School has over 480 pupils and our aim is to develop girls as independent learners, who take responsibility for their own learning. The curriculum offered at each stage allows the exploration of personal learning and thinking skills that underpin not just academic but lifelong success.

For more information about Sydenham High School please visit:
www.sydenhamhighschool.gdst.net



Co-curricular

Enrichment is embedded in school life, right from the Prep School, where girls are nurtured through their formative years: encouraging enquiry, fostering a love of learning and establishing the values, disciplines and attitudes that are central to their success as both learners and well-rounded individuals. Sydenham High girls leave school as resourceful, realistic and resilient young women.

The PE Department promotes a ‘sport for all’ policy and encourages everybody to join in, recreationally or competitively, fostering a long-term positive attitude towards health, fitness and physical recreation. The Performing Arts at Sydenham High are incredibly strong and provide invaluable opportunities for girls to get involved in some exciting and memorable clubs, activities and events.

With a whole range of clubs and activities on offer, there really is something for everyone. A great emphasis is placed on participating in activities beyond the classroom and we are proud of all we offer. Each of the activities help develop personal and thinking skills, as well as offering the opportunity to work in teams and meet new people.

The co-curricular offering brims with opportunities for our girls to immerse themselves in a wealth of activities. Our school is a hive of activity before and after school, as well during lunch and break times. Our co-curricular programme not only allows our girls to try something a little out of the ordinary such as architecture, fencing or philosophy but it also provides the space to refine skills in sports, music, art and all aspects of STEM.



Academic Life

Sydenham High School is a selective school and our aim is that every girl reaches her full academic potential. Girls at Sydenham High excel across the full range of subjects and we strive to ensure that every girl in our school is challenged at every level and we pride ourselves on delivering a first-class education and academic excellence. Our rich and diverse curriculum not only prepares our pupils for examinations, but enables them to develop the skills and personal attributes to prepare them for the challenges, opportunities and active roles in our ever-changing society.

Our girls develop academic enthusiasm, an enquiring and discriminating mind and a desire for knowledge. They are curious and able to think critically. To meet their needs, our learning environments are creative, vibrant, inspiring and well-equipped, enabling our staff to deliver not only dynamic and inspiring lessons, but also lectures, extension activities, enrichment opportunities, conferences, trips and workshops. Our exciting curriculum and tailored learning ensure that our pupils have the self-confidence to take risks and put themselves forward, fearing nothing, enabling them to be who and what they want to be.

2022 delivered excellent GCSE and A Level results. At GCSE, 76% of all grades were graded 9-7 (A*/A). At A Level, 62% of the cohort received A*/A grades, and 86% A* to B grades.



Pastoral Life

Pastoral care is an essential part of a successful education. We want every girl to feel happy, secure and confident so that she benefits fully from the first-class education offered. We fundamentally believe that girls can only be successful when they are happy and we strive to ensure that each and every girl is supported to feel happy, safe and secure within our school community.

Our approach to pastoral care focuses upon strong and positive relationships between pupils and staff as well as an open partnership with parents.

Sydenham High School prides itself on understanding girls and knowing the individual needs of every girl helps us to personalise her educational journey. Our pupils are accepting of themselves and of others and tolerance and mutual respect are nurtured. Relationships and friendships are built on kindness and respect and girls here have the space to be themselves but also to be fearless in their pursuit of their dreams and ambitions, building invaluable connections along the way.

Our whole school PSHE programme, Active Citizen Sixth Form enrichment programme as well as our Body, Mind and Soul days are the cornerstone of our Sydenham High ethos in forging a contemporary, innovative understanding of what it means to educate the ‘whole girl’. We combine Academic and Pastoral excellence to ensure girls are equipped to deal with both school life and the world beyond.

With a wide variety of activities and opportunities, and a strong emphasis on charitable giving, every girl can enjoy being part of a vibrant and inspirational community where she can express her passion for learning, and for everything she does in life.

The Role | Head of Spanish & Teacher of French

The Languages Department at Sydenham High is a dynamic and strong department comprising a mixture of full-time and part-time members of staff, some of whom have other responsibilities in the school. In a selective school, it is a pleasure to stimulate and inspire the students' bright and alert minds, and Languages is a popular subject. The members of the Department therefore employ a variety of teaching methods in order to meet the aim of encouraging every girl to find success, enjoyment and satisfaction in their studies. There are four dedicated Languages classrooms in the school centred around the Languages Office. At Sydenham High School we teach four foreign languages (French, Spanish, Italian and German) from Year 7 to Year 13.

In Year 7, girls are taught French in form groups. Towards the end of Year 7, the pupils will choose a second language which they will continue until the end of KS4. All pupils study a language at GCSE and some pupils will choose to study two languages at GCSE and a few continue to A Level. The AQA examination board is used for GCSE and girls are usually entered at the higher level. Last year around 76% gained grades 9 -7 with 59% achieving a grade 8/9 in Spanish. Spanish is also offered A Level. The AQA syllabus is followed, and girls also have an additional weekly session with our language assistant.

Teaching is supported by Clevertouch screens in all Languages classrooms, and course specific textbooks for GCSE and A Level. Pupils in all years have also access to various digital platforms to support their learning. We run many co-curricular clubs in the Languages department and are also offering trips locally but also abroad in all languages.

Ideally the candidate will show considerable initiative and be prepared to innovate both in the classroom and in the field. Staff are expected to be digitally literate and are encouraged to develop their personal digital skills.

The role is 0.8 FTE, but full-time may be considered for the right candidate who is able to offer something extra to the whole community or a third language.

The preferred start date for this role is September 2023.



Job Description | Head of Spanish & Teacher of French

Accountable to:	Head of Modern Foreign Languages
Responsible for:	Spanish Language Assistant
Job Purpose:	To teach Spanish from Year 8-13 and French, at KS3 only, to motivated and enthusiastic pupils from Year 7 to 13 and be a dynamic, energetic and inspirational leader.
Teaching	<p>Having regard to the curriculum for the school:</p> <ul style="list-style-type: none">• Planning and preparing courses and lessons;• Teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupils in school and elsewhere;• Assessing, recording and reporting on the development, progress and attainment of pupils;• Organising and participating in co-curricular activities.• Ensuring that Spanish schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.• Monitoring pupils' work and the classroom practice of those in the department to ensure high standards are maintained.• Keeping up to date with developments in subject area and education in general to ensure that best practice is adopted within the department.• Ensuring the department's delivery and development of the curriculum is effective in meeting the needs of all pupils.
Management	<ul style="list-style-type: none">• Line Management of Spanish Language Assistant.• Contributing to the selection for appointment and professional development of other Spanish teachers• Coordinating and managing the work of other Spanish teachers;• Taking such part as may be required of her/him in the review, development and management of activities relating to the Spanish curriculum, organisation and pastoral functions of the school.• Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the Spanish department.
Other activities	<ul style="list-style-type: none">• Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him;• Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports; making records of and reports on the personal and social needs of pupils;• Communicating and consulting with the parents of pupils as directed by the Head;• Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions;• Communicating and co-operating with persons or bodies outside the school;• Participating in meetings arranged for any of the purposes described above;• A willingness to participate in and organise trips to Spain.• Contributing, wherever appropriate, to the wider life of the school.

Educational methods

- Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Assessment and reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal

- Participating in arrangements made by the GDST for the appraisal of her/his performance and that of other teachers.

Further training and development

- Reviewing from time to time her/his methods of teaching and programmes of work;
- Participating in arrangements for her/his further training and professional development as a teacher.

Cover

- Supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them.

Public examinations

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations in accordance with both internal and external regulations.

Discipline, health and safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.

General

Adhering to the policies of the school and the GDST, as published in the Staff handbook and GDST Hub as amended from time to time, in particular policies relating to the safeguarding of children.

General GDST Requirements

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Person Specification | Head of Spanish & Teacher of French

- Qualified teacher status
- Good honours degree in Spanish
- Experience as a Spanish teacher from KS3-5 and French at KS3
- Experience of teaching A Level and GCSE in the subject for at least 2 cycles
- Experience of a management role
- Experience of organising or participating in co-curricular activities
- Leadership skills: the ability to lead and manage people to work towards a common goal
- Decision making skills: the ability to solve problems and make decisions
- Teamwork: the ability to work collaboratively with others
- Communication skills: the ability to make points clearly and understand the views of others
- Self-management skills: the ability to plan time effectively and organise oneself well
- Excellent professional knowledge and understanding
- Excellent subject knowledge
- Understanding of national and examination curricular requirements of the subject
- Up to date with professional developments in the subject and other aspects of education
- A sound awareness of the impact of ICT in education
- Ability to enthuse children and adults; good interpersonal skills
- Possess a positive attitude and approach to change and development
- Enjoy rising to the challenges inherent in a school environment
- Lifelong learner



How to apply | Head of Spanish & Teacher of French

Candidates should apply for this role via the following link:

https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=024808
to submit your application form, CV and cover letter.

The closing date for applications is **9:00am on Thursday 2 February 2023**.

Selected candidates will have an interview and lesson observation at Sydenham High School GDST, likely to be on Tuesday 7 February 2023.

If you have any queries please contact hr@syd.gdst.net.

Starting salary will depend on the experience and qualifications of the successful candidate. We offer a competitive salary and benefits package and a strong professional development programme.

These benefits include:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Interest free training loans for qualifications
- Generous pension schemes
- Employee Assistance Programme (provided by Legal & General)
- Cycle to work scheme
- Free school lunches
- A discount of up to 50% on fees for children at GDST schools

The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included.

Sydenham High School and the GDST (Charity Registration No. 1026057) are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including online searches, checks with past employers and the Disclosure and Barring Service.