



St Simon Stock Catholic School

LABORA CUM AMORE

Head of Spanish

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

Ofsted
Good
Provider

Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Executive Principal

Dear Candidate

Thank you for your interest in this exciting role within our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

Mike Wilson

Executive Principal - St Gregory's Catholic School & St Simon Stock Catholic School



Labora cum Amore ~ Work with Love

About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 25 academies (20 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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Role description

We are seeking to appoint a Spanish Teacher with an excellent track record of examination success to lead the introduction of Spanish at GCSE and A-level in our fantastic school. This newly-created post presents an opportunity for an experienced colleague to move up to Subject Leadership level, working with a highly-experienced overall Subject Leader for Modern Foreign Languages.

To support the appointee to this role, it is our firm intention to support a place on the NPQML (National Professional Qualification for Middle Leadership) course for the successful candidate, or for a candidate who has already completed NPQML, the future opportunity to complete NPQSL.

We are an excellent school with a secure track record of dynamic and enthusiastic teaching and learning. Our results have frequently placed us as one of the highest-performing schools in Kent and the best non-selective school in Maidstone, from Department of Education data. We are seeking an enthusiastic Head of Spanish whose primary focus will be teaching Spanish to all levels: Key Stage 3, 4 and 5. The ability to offer French at KS3 would be beneficial.

We have an innovative department who effectively use creative strategies to reduce workload and to inspire superb progress for students in Years 7-11, with the introduction of both French and Spanish at A-level our next 'wildly important goal'. We are affiliated with a number of reputable professional partnerships, and offer a variety of high quality Continuing Professional Development opportunities.

Our students are a credit to the values of our school, and all visitors to our school comment positively on the excellent standards of behaviour, courtesy and good nature of the students they encounter whilst spending time here at St Simon Stock Catholic School.

The ideal candidate will:

- Be able to inspire and motivate students to achieve their full potential, and instil a love of learning Languages.
- Be able to teach Spanish to all key stages and it would be beneficial to offer French to at least KS3 level.
- Have good subject knowledge and is familiar with AQA examination board.
- Be part of a team and will contribute to the ongoing development of this successful Modern Foreign Languages department.
- Promote and share their passion for languages.
- Set appropriate and challenging work for all students
- To keep up to date with developments in the subject nationally and to respond to initiatives/changes in content, methodology and examination practice
- To support the MFL Department Leader with arrangements for classes requiring cover within the curriculum area for minimal disruption to pupil learning
- Good understanding of the curriculum and exam requirements for MFL subjects at GCSE and A Level
- Be comfortable promoting Catholic values and ethos, but does not necessarily have to be Catholic.

We welcome applications from both experienced and newer members of the teaching profession.



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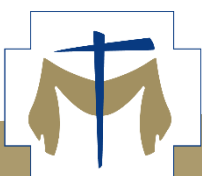
Job description

Job Title:	Head of Spanish
Salary Grade:	MPS/UPS plus TLR 2.3 (£7,368)
FTE:	1.0
Reports to:	Subject Leader of MFL

Job Purpose

You are required to carry out the duties of a School Teacher as set out in the current School Teachers' Pay and Conditions Document. You will carry out such particular duties as the Academy Principal may reasonably direct from time to time.

1	Teaching and Learning
1.1	<ul style="list-style-type: none">• Teach the subject as required at all levels.• Contribute to the Department's bank of resources for the teaching of the subject and assist in the production of materials which take into account students of all abilities and levels.• Contribute to the drawing up, evaluation and reviewing of schemes of work in relation to relevant Key Stages.• Plan and evaluate work in accordance with departmental policy.• Provide team teaching support in class as required.
2	Assessment, Recording and Reporting
2.1	<ul style="list-style-type: none">• Maintain records of achievement and progress of all students in accordance with the statutory requirements and the departmental policy.• Mark and return work set, including homework, within an agreed and reasonable time.• Use the School's Marking Policy and Departmental Policy at all times.• Complete student data entry and reports in line with School Policy.• Attend Parents' Evenings as required and keep parents/carers informed about their child's performance and future targets.
3	Tutor Role
3.1	<ul style="list-style-type: none">• Undertake responsibility for a Tutor Group including Registration, Small Group Tutorials and delivery of PSHE.• Monitor and set targets for the social and academic progress of all students in the Tutor group.• Endeavour to build up a good relationship with the students in the Tutor Group so that they will look to you for support and advice.



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Job description

4	General Duties
	The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
	They shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
	To promote good order among students and ensure their health and safety both on and off the school premises.
4.1	To act in accordance with the school's policy on safeguarding issues.
	Promote the School ethos in which the highest achievements are expected from all members of the School community.
	Adhere at all times to the professional business standards of dress, courtesy and efficiency in line with the Catholic ethos of the School.
	Uphold the School's behaviour code and uniform regulations

Performance Management and Professional

The teacher will be part of the School's Appraisal Scheme. They will have a Line Manager who will set agreed targets for the year. The Line Manager will monitor and review performance, including classroom teaching. The School will support the continuing professional development of all staff to ensure that their expertise is being kept up to date.



Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school.	E
	Experience in leading acts of worship in Catholic schools.	D
	A practising Catholic.	D
Qualifications	At least five GCSEs grade C and above (or equivalent)	E
	Honours Degree or equivalent & QTS	E
Experience	Successful history of results in terminal examinations	E
	Experience in leading change within a department.	D
	Experience of leading/coordinating professional development opportunities.	D
Professional Development	Ability to identify own learning needs.	E
	Willingness to engage in CPD.	E
	Able to train and support peers.	E
	Evidence of continuing professional development relating to wider school and curriculum/teaching and learning.	E
	A commitment to continued professional and personal development	E
	Potential for promotion within the school.	D
Leadership	Able to lead on the development of key materials and initiatives.	E
	Ability to inspire and motivate staff, students, parents and key-stakeholders to achieve the aims of Catholic Education.	E
	Ability to support staff within the faculty to achieve its vision.	E
	Ability to create a compelling vision and secure commitment from team	E
Teaching & Learning	Knowledge of a range of successful teaching and learning strategies to meet the needs of all students.	E
	Secure knowledge of the specifications for Music.	E
	Excellent subject knowledge	E
	Experience of teaching in all Key Stages	D
	Knowledge and experience of exam board requirements.	D
	An understanding of assessment strategies and the use of assessment in all Key Stages.	D
	Experience of effective monitoring and evaluation of teaching and learning.	D
Skills, Qualities & Abilities	Empathy with students from Key Stage 3 upwards.	E
	Excellent communication skills.	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Dedication.	E
	Ability to remain positive and enthusiastic when working under pressure.	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively.	E
	Potential for further promotion.	D

Application process

Please contact the school at HR@ssscs.co.uk to obtain an application form or download it from our website [here](#).

If you wish to visit the school before applying or require any support with your application, please contact HR@ssscs.co.uk

Please complete a Teacher application form and send it with the related documents to the HR Hub at HR@ssscs.co.uk

Closing date for applications: Monday 20 March 2023

Interviews to be held on: Week commencing 27 March 2023

Start date: September 2023 or sooner

This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment

St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.



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