

SOUTHEND HIGH SCHOOL FOR BOYS



RECRUITMENT PACK
For Leader of Spanish



Message from Dr Robin Bevan, Headteacher

Since September 2007, I have been delighted to serve as Headteacher at Southend High School for Boys. Every day is rewarding. I enjoy being a part of this school and helping to shape our future. Please look at our website – it will help give you a sense of our values, offers an insight into the vibrant activity that fills each week.

At Southend High School for Boys, talent is nurtured and learning is valued. Challenge is welcomed, participation is expected and achievement is prized. Pupils are happy, and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school, and stay in contact for many years.

Our school preserves values and traditions from the past, and prepares pupils through a contemporary curriculum for the world of tomorrow.

"Contemporary traditions: one with future and with past"



Information about the school

Southend High School for Boys (SHSB) is an '*Outstanding*' school (Ofsted 2015), rated as outstanding against every one of the inspection criteria. It is one of four selective schools within the Borough of Southend. The main school, years 7 to 11, is single sex boys whilst the large sixth form is coeducational. It is situated thirty miles from London on the Thames Estuary and is close to main road and rail links from London, and to Chelmsford and Cambridge. SHSB has '*an ethos of excellence in both academic achievement and a wide range of activities [that] permeates all aspects of the school*' (Ofsted 2015). At SHSB talent is nurtured, learning is valued, challenge is welcomed, participation is expected and achievement is prized. SHSB is not only a lively and stimulating institution, but also a welcoming community with an open and friendly approach.

In April 2006 we became a Leading Edge school. This accolade gave recognition to our programmes for improving learning and for encouraging innovation. Our philosophy is to share good practice, encourage creativity and nurture innovation so our pupils benefit from a stimulating learning experience and our staff benefit from collaboration and professional development with like-minded enthusiastic individuals. The school is strongly committed to supporting staff in their educational research and gives time allowances and subsidies for this. Over a third of our staff have achieved higher degrees during their time with us. We regularly support other colleagues in other schools and have a wide ranging professional development programme.

We were the first secondary school in the Eastern counties to receive the Challenge Award and the 22nd school nationally. Assessors in the report commented: '*Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life*'. We are also pleased to be in receipt of the Sportsmark Award which recognises the excellent provision and opportunities given to our sportsmen. We are proud of the fact that our most able athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won over 20 national titles in the last 10 years. Likewise our staff is also committed to healthy living; having designed well-being programmes for staff and organised social events such as cooking classes and relaxation sessions.

SHSB has been recognised as a centre of excellence for the teaching and learning of modern foreign languages and received the Leading Aspect Award in recognition of the foreign language work we have undertaken with local primary schools. We are in receipt of the full International Award.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its music, science and drama. All pupils and staff are encouraged to get involved and to follow their interests and share their passions with others; hence, we have activities ranging from the debating society to Warhammer! In the science department there is a thriving Science Society which has well over a hundred members.

The pupils on roll benefit from modern and specialist facilities. In September 2005, our Sports & Music Centre was opened, which comprises a 5-court sports hall, a recording studio and music practice rooms and in July 2007 we completed building our Drama Studio. Members of staff are encouraged to use the sports facilities and as such a number use the gym. In science we have extended a number of laboratories to cater for the increased numbers of students who have opted to follow science courses in the sixth form. Further investment has been made in ICT resources with an upgrade of computer suites as well as all classrooms having interactive whiteboards and/or projectors. A dedicated Maths building was completed in 2011 and 2018 saw the completion of our new Hitchcock building which contains a state-of-the-art library, additional teaching space and pastoral offices. The main school's admission number each year is 180, split into six forms of 30. The present teaching staffing complement is 67 full-time equivalent, with 49 support staff (full and part-time), who support teaching and learning in various capacities. Currently the school operates with 50 one hour periods per fortnight, the school day running from 8.30am -3.30pm.



March 2019

Dear Applicant

Post: Leader of Spanish

Thank you very much for viewing this recruitment pack. The school and governing body are committed to providing a high quality service so that every child fulfils his or her potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The governing body is committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and our school. We hope, therefore, that the following information is of help to you in deciding whether to apply for this post. If you are unclear about any aspect of the application procedure, please do not hesitate to telephone Ms Amanda Lane, HR Manager, on 01702 606208 (or email amanda.lane@shsb.org.uk)

Applications will only be accepted on an application form (lone CV's are not accepted and will not be considered). CV's may be submitted **in addition** to the application form in order to supply additional information. Southend High School for Boys application form is located on our website www.shsb.org.uk

*Please return all completed applications by midday on **Friday 29th March 2019** to amanda.lane@shsb.org.uk*
The interview date will be emailed to those shortlisted. We also reserve the right to call early applicants to interview prior to the cut-off date.

Any response will be by email; therefore, please include your contact email address together with an email address for referees where possible.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Please note that we will not be writing to those applicants who are not shortlisted. Therefore, if you do not hear from us within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

We wish you all the best with your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robin M Bevan'.

Robin M Bevan
Headteacher



SOUTHEND HIGH SCHOOL FOR BOYS

MFL DEPARTMENT

Southend High School for Boys 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 applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

AIMS

The department offers courses to GCSE and to A Level (French, German and Spanish). We aim first to give pupils a solid and accurate grounding in languages in each of the four skill areas (listening, reading, speaking and writing) specified by the guidelines for GCSE, and to do this by setting clear and realistic targets. We also aim to instil knowledge and understanding of grammar and pronunciation through focused effort, individually, in pairs and in groups. Pupils increasingly assume responsibility for their own learning efforts in and out of class. Attainment is monitored and related to target setting.

STAFFING

The Head of Foreign Languages is Mr Ross Davison. The leader of Spanish is Mrs Susana Garcia.

The French department consists of three full time teachers of French, two teachers of German and, as well as Mrs Garcia, there is one a further full time teacher of Spanish.

Many teachers in the department teach two languages. We work closely as a team and everyone is expected to contribute to the development of materials, resources and ideas. All staff have had a hand in the writing of the schemes of work where relevant. We also have three Foreign Language Assistants who assist in the department between October and May.

We have a wide variety of exchange programmes and visits, including links with schools in France and Spain and a Year 11 trip to Berlin.

ACCOMMODATION/RESOURCES

The department occupies a purpose-built Languages Centre, incorporating up-to-date computer facilities. Each class is given the opportunity to use our dedicated computer room.

CURRICULUM AND ASSESSMENT

French is taught to all pupils from Years 7 to 9. In Year 7, each class learns French. They are also allocated classes in Spanish or German.

In Year 8, pupils have the chance to study French and the other language they have not studied in Year 7. GCSE study begins in Year 9. At this level, there are three or four periods a week per language, while at A Level, there are nine lessons per fortnight, shared between two teachers. They also have oral contact time with a native speaker/assistant(e).

In Years 7, 8 and 9 pupils are assessed by classwork, class tests and homework and by an end-of-year test. There are also mid-term assessments.

In the Sixth Form, pupils can study for Modern Language AS and A2 Levels in French, German and Spanish. There has recently been early entry for a few pupils lower down the school, who have spent time in the native country, and we have just extended early entry to other pupils. There is continuous assessment in all skill areas and checks are made on pupil attainment relative to target minimum grades.

For both Key Stage 4 and A Level, pupils follow the AQA syllabus.



SOUTHEND HIGH SCHOOL FOR BOYS

MFL DEPARTMENT

THE POST

Leader of Spanish

We are seeking for September 2019 a well-qualified teacher and a good oral and written communicator in the target language and in the pupils' native tongue, who will join a strong department, achieving excellent results. This post will suit a teacher keen to play a full part in the life of the school and lead a strong department.

Our students are in their own way very demanding. Teaching at Southend High School for Boys is an immensely fulfilling experience for those who approach it with energy, enthusiasm and good humour. Relations between staff and students tend to be excellent and pupils respond very positively to good quality teaching. The most recent Ofsted inspection (which deemed the school to be outstanding in all categories) commented most favourably on staff-student relationships, and on the positive attitudes of the boys.

The ability to stretch and motivate our students, work with other staff and lead a team is very important. Your attention is drawn to the attached Person Specification.

Applicants invited for interview will be given an opportunity to display their teaching skills in front of a class.

Benefits:

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Auto-enrolment into a contributory pension scheme (TPS for teachers and LGPS for support staff)
- Free parking
- Access to excellent catering facilities when the kitchen is operational (term time only)
- CPD through internal and external providers
- Salary sacrifice schemes such as Cycle to Work
- Eye care vouchers
- Free use of sports facilities



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JOB DESCRIPTION

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1. CURRICULUM

- a) Establish departmental aims and objectives with reference to the National Curriculum, the stated aims and policies of the school and the current School Improvement Plan. Make the department's aims, structure, policies and longer-term plans explicit through the Departmental Handbook and Department Improvement Plan.
- b) Establish appropriate programmes of study and schemes of work within the department which facilitate progression and continuity; monitor and review their effectiveness.
- c) Promote teaching and learning strategies which stimulate pupil interest and involvement; define skills, concepts, knowledge and attitudes to be developed; plan for appropriate differentiation within the curriculum.
- d) Endeavour to keep up to date with curriculum developments nationally and locally and promote good practice and curriculum development within the department.
- e) Provide information necessary for planning the school timetable and liaise with the timetabler as appropriate.
- f) Assist in the establishment of links with other subjects and the promotion of cross-curricular work.

2. STUDENTS

- a) Establish appropriately high levels of expectation by setting down clear guidelines for encouraging good standards of pupil achievement in both classwork and homework, including careful presentation of work and handling of books and equipment.
- b) Be responsible, in the first instance, for the work and behaviour of students in lessons of the subject.
- c) Implement nationally specified assessment arrangements and develop appropriate internal assessment arrangements within the whole-school assessment policy.
- d) Monitor and record pupil progress within the framework of the school policy, passing on such records from year to year.
- e) Assess the ability of applicants for admission when the Headteacher requires such help.
- f) Provide pupils with information to enable them to make sensible options or careers choices.
- g) Support senior leadership in the maintenance of discipline and good order generally within the school.

3. EXAMINATIONS

- a) For internal examinations ensure that appropriate papers are set and marked or that other means of assessment agreed with the Headteacher are carried out. Ensure that the organiser of the internal examination timetable is given the correct information.
- b) For external examinations ensure that pupils are aware of the Board and syllabus for which they are to be entered and that the Examinations Officer is given, by the required deadline, accurate information about pupil entries. Arrange for the completion and moderation of all coursework.
- c) Identify pupils who have the ability to aim for Oxford or Cambridge entry or other awards.

4. STAFF

- a) Assist with the recruitment and selection of teaching and non-teaching staff as required.
- b) Deploy staff within the department and advise on job descriptions where applicable.
- c) Assist in the induction of new staff and with the programme of guidance and support for newly qualified and student teachers.
- d) Promote the professional development of departmental staff; plan appropriate INSED; ensure dissemination from subject courses.
- e) Enhance the experience of staff by reasonable delegation, having due regard to length of service, workload and any other relevant factors.
- f) Oversee and evaluate the work of staff within the department including: observation of lessons when possible ; checking of pupils' work, records and assessments ; preparing reports on newly qualified and student teachers ; advising the Headteacher on appropriate content for staff references.
- g) Liaise with departmental staff on known absences and make arrangements for the setting of work where necessary.
- h) Maintain a structure for consultation and communication within the department, based on regular meetings, for which minutes should be kept and copies or periodic summaries passed to the Headteacher.
- i) Provide disciplinary support for departmental members in consultation with the link senior leader.
- j) Advise junior colleagues on school procedures and other professional matters.

5. RESOURCES AND ACCOMMODATION

- a) Draw up a Department Improvement Plan and in particular use forward planning to develop resources and accommodation.
- b) Allocate resources within the department to meet curriculum objectives and obtain value for money.
- c) Allocate (in liaison with the timetablers) accommodation within the department area.

- d) Maintain records of departmental resources and ensure staff are aware of the availability of those resources.
- e) Strive to ensure subject rooms are well cared for and that they, and allocated display space elsewhere within the school, provide a stimulating educational environment.
- f) Implement the school's Health and Safety policy within the department
- g) Liaise with the staff in charge of the Library, Reprographics and Information Technology in order to keep the department informed of resource potential.

6. WHOLE-SCHOOL RESPONSIBILITIES

- a) Communicate with parents on matters relating to the subject area.
- b) Explain, as required, the department's policies to parents, governors, employers or other agencies.
- c) Participate in whole-school discussions and decision-making as required and assist in the dissemination of school policies and procedures.
- d) Develop students' awareness of specialist opportunities in higher education and employment.
- e) Seize opportunities to promote the school with industry and the community.
- f) Encourage support for school and extra-curricular activities.

You may be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.



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PERSON SPECIFICATION

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • QTS (Secondary age range) • Degree level (or higher) qualification 		<ul style="list-style-type: none"> • Application form
Experience	<ul style="list-style-type: none"> • Evidence of excellence delivering the National Curriculum in a secondary school • Contributing to the effective raising of standards • Contribution to extra-curricular activities 	<ul style="list-style-type: none"> • Experience of using ICT in the classroom • Experience of A Level teaching • Contribution to School Improvement Plan 	<ul style="list-style-type: none"> • Application form • Letter • Interview
Knowledge	<ul style="list-style-type: none"> • Knowledge of teaching and learning styles and strategies • Knowledge of the nature and purpose of a range of assessment strategies • Knowledge of current curriculum issues • Willingness to acquire other relevant knowledge 		<ul style="list-style-type: none"> • Application form • Letter • Interview
Personal qualities, skills and abilities	<p>An ability to:</p> <ul style="list-style-type: none"> • review, evaluate, plan and lead by example • analyse and make balanced judgements in a variety of situations • encourage a collaborative approach and to work as a member of a team • encourage the best from students and from oneself • foster good relationships with students, parents and colleagues • motivate and secure the best from one's colleagues • work effectively with support and technical staff • remain calm and positive, even when under pressure • work to deadlines • product high quality paperwork on time 		<ul style="list-style-type: none"> • Letter • Interview • Reference
Other Key Qualities	<ul style="list-style-type: none"> • Good record of attendance and punctuality 		<ul style="list-style-type: none"> • Letter • Interview

	<ul style="list-style-type: none"> • Sense of humour • Willingness to work to agreed budgetary limits and financial arrangements • A commitment to the values of the school, in particular through effective leadership of one's team; a commitment to high quality teaching and learning; a commitment to extra-curricular activities and a willingness to 'go the extra mile' to secure success 		
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In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a short listed candidate's references will be taken up at interview.



SOUTHEND HIGH SCHOOL FOR BOYS

OUR LOCATION

Southend High School for Boys is situated in the heart of Southend On Sea, a resort town on the north side of the Thames Estuary in Essex, southeast England, 40 miles east of central London.

Southend is home to the longest leisure pier in the world (at 1.34 miles) and it is serviced by a small train and has a museum at its shore end. The Cliff Lift, a century-old funicular, clings to the hillside and offers coastal views.

Southend originally consisted of a few fishermen's huts and farms at the southern end of the village of Prittlewell. In the 1790s the first building, around what was to become the high street, were completed. In the 19th century Southend's status of a seaside resort grew after a visit from Princess Caroline of Brunswick and Southend Pier was constructed.

