



# Job Application Pack

Head of Spanish



**ZENITH**  
MULTI ACADEMY  
TRUST



## General Information

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

**Head of Spanish**  
**Required: September 2020/January 2021**  
**Main/Upper pay scale**  
**TLR 2b - £4,320**  
**Full time hours**  
**Not suitable for NQTs**

We are looking to appoint an enthusiastic and suitably qualified Head of Spanish, who will enjoy working in a school that values and delivers excellent professional development. The successful candidate will be capable of inspiring students through their passion for the subject, and have a firm belief in the potential of all students. You will be excellent in your classroom practice and be able to inspire others to be of a similar calibre. Experience of teaching GCSE and A level Spanish in the UK, would be an advantage.

We can offer you:

The Modern Foreign Language Faculty is a growing department where all students learn French or Spanish with a strong uptake at GCSE and healthy A-level classes in both languages. The dedicated and hardworking team under the leadership of Gemma Fordyce is looking to further its successes in the future through this appointment. We offer the opportunity to develop within a highly effective multi academy trust providing career progression.

You will need to:

- Be a hardworking, imaginative thinker and have excellent organisational and time management skills
- Be able to work effectively as part of a team
- Possess good behaviour management skills
- Be a good and effective communicator at all levels
- Be open minded, creative and inspirational in your style of teaching that motivates students
- Commit to working collaboratively with colleagues and students
- Utilise a variety of teaching methods and ensure that your lessons are engaging at all levels
- Be able to go the 'extra mile'.

**For further information please contact Angie Roberts, HR Officer: [angier@thekjs.com](mailto:angier@thekjs.com)**

## Vision & Ethos

The Trust was set up in December 2017. As a Multi Academy Trust we are fully committed to excellence in all MAT pillars: governance, education and business operations.

Zenith understands that the future of the education system relies upon schools/academies and MATs working closely together to share best practice, improving each students' life chances and increasing the capacity of the MAT's role to enhance social mobility.

We work with our growing family of local primary, secondary and teaching schools whilst collaborating with other MATs to make this vision a reality.

We endeavour to:

- Provide a quality educational experience for all;
- Build more flexible capacity to improve standards faster for local children;
- Work inclusively within our communities embracing the varied localities we serve within our articulated values;
- Be supportive, share expertise, whilst working collaboratively holding each other to account;
- Develop the very best leaders of tomorrow on improving education and transforming lives;
- Ensuring that pre-conditions that enable students to learn are identified and addressed.
- Provide a coordinated approach to safeguarding, whereby schools fulfil their responsibility effectively. Ensuring all professionals' approach to safeguarding is child-centred.

## Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

## Applications

To apply for the role please download the application form from the vacancy page on <https://www.zenithmultiacademytrust.co.uk/vacancies/>, completed applications should be submitted to [recruitment@zmat.co.uk](mailto:recruitment@zmat.co.uk). CV's will not be accepted without a completed application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application.

## Closing Date: 14 June 2020

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email [recruitment@zmat.co.uk](mailto:recruitment@zmat.co.uk) or telephone 01702 426707.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful. We look forward to receiving your application.

## Welcome from the CEO



Dr Margaret Wilson CBE

We are a South East Essex Multi Academy Trust, currently comprising three secondary schools and one primary school: The King John School in Benfleet, The James Hornsby School in Basildon, Castle View School in Canvey Island and Laindon Park Primary School and Nursery in Basildon.

We have created a unique bespoke initiative to support young people with complex needs who are facing tough circumstances and/or personal problems – Zenith Minds. It is a MAT wide provision that offers child centred support tailored to each individual. This support includes educational psychologists, family liaison specialists and counselling services.

As a member of staff within the Trust you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You will become a valued member of a small group of schools.

The Trust's core aim is to ensure that we enhance the life chances of all the young people within the Trust to enable them to fulfil their potential and achieve the best possible outcomes. This is at the heart of everything we do.

## **Why work for Zenith Multi Academy Trust?**

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement and would like to be part of our vision to provide excellence in education, we would like to hear from you.

In return we can offer you:

- A friendly trust which looks after the wellbeing of all its staff
- High performing school settings with excellent facilities
- Access to high quality and bespoke CPD across the trust
- A supportive and positive induction programme
- The opportunity to develop your career with and across the Trust Schools

## **Staff Wellbeing**

The Trust is committed to providing a working environment and management practices that promote good health and wellbeing of all its employees. The Board of Trustees' 'duty of care' towards employees, legislation and case law, require them to manage and safeguard the physical and psychological well-being of the Trust's employees, the Trust has adopted:

- The attendance management policy and procedure for staff which provides a framework with clear milestones enabling managers to effectively manage attendance;
- The health and safety policy which provides a framework for, and measurement of, safe places to work; and
- The staff wellbeing policy which focuses on obligations supporting staff's health and wellbeing.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that our diverse and brilliant young people deserve.

## **Continuing Professional Development (CPD)**

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice.

Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme
- Access to Benenden Healthcare rewards and discounts scheme
- Generous Teachers' Pension and Local Government Pensions
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum
- Free access to on-site gym facilities
- Eye sight tests
- On-site free medical health checks
- On-site flu jab clinics
- Discounted external gym memberships

# The Schools of Zenith Multi Academy Trust



**THE  
KING JOHN  
SCHOOL**

A QUALITY EDUCATION FOR ALL

Mrs McGauley, LLE, is the Headteacher at The King John School. It is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 54% of students achieving A\*, A or B. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships and employment.



Laindon Park is a small school located in a rural unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Mrs Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

As Ofsted said about them "pupils are happy and enjoy school". The school is always aiming to improve, not only the education that they provide to pupils but also the services and goods that they provide to the local community. Their SAT results are consistently good and put them in the top 4% of primary schools in the country.





# Castle View School

Pursue Excellence | Be The Best

Mr Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring and confident individual who plays a part in their community, and has the skills and mindset to contribute positively to our wider society. The headteacher would warmly welcome you to visit the school and discover what it is that makes Castle View School the right choice for you and your child.



## The James Hornsby School

*Together we excel*

The James Hornsby School is a popular, oversubscribed school where students' very high attendance and attainment reflect their commitment to and enjoyment of school life.

Everyone is valued as an individual, and their students develop into confident, responsible and successful young people. Every member of the school is part of The James Hornsby family, and their motto is 'Together We Excel'. As such, they support one another and are passionate about achieving excellence and celebrating success.

As a parent of three young children himself the Headteacher, Mr Daniel Steel, leads the school through the eyes of a parent, with very high expectations and aspirations for his students. As a centre of learning, they aim to create outstanding, stimulating and life changing learning experiences.

"I began my teaching career at The King John School in July 2006, as a newly qualified English teacher. Right from the start, I felt that Dr Wilson was investing in my growth and development as both a teacher and a leader. The school recognised my specialisms, strengths and potential and within two years I was leading on Gifted & Talented across the school. From this initial area of responsibility, I moved into pastoral leadership under the mentorship of the senior leadership team. Through Zenith Multi-Academy Trust I was then able to gain my SLE accreditation and was promoted to Lead Practitioner with responsibility for initial teacher training. At this stage in my career, I was ready to step into a Leadership role. I was fortunate to gain a position as Assistant Headteacher at The James Hornsby School, and fortunate to be able to stay within the trust that has supported my progression from my first teaching role to a successful senior leader."

- **Assistant Headteacher, The James Hornsby School.**





The King John School



Laindon Park Primary School



The James Hornsby School



Castle View School



## Job Description

<b>Job Title</b>	Head of Department
<b>Grade</b>	Main/Upper Pay Range
<b>Responsible to</b>	Headteacher, SLT, Director of Faculty
<b>Responsible for</b>	<p><u>Leadership &amp; management:</u></p> <ul style="list-style-type: none"> <li>• To lead the teaching and learning in Spanish;</li> <li>• To develop and plan resources that can be used within the department that will challenge all students and improve academic outcomes;</li> <li>• To promote the Core Values, and ethos of inclusion and challenge within of the school;</li> <li>• To contribute actively to the maintenance of the School as an orderly community by upholding the provisions of the School's Rules and the Pupils' Code of Conduct;</li> <li>• To maintain the standards, expectations and policies of the school and the department at all times;</li> <li>• To contribute to the School and Department(s) Improvement Plan;</li> <li>• Support and lead on departmental monitoring and evaluation to facilitate departmental development;</li> <li>• To attend and participate in staff and other meetings in line with the School Calendar;</li> <li>• To communicate and cooperate on educational issues with stakeholders as appropriate;</li> <li>• Appraising staff as required in line with the school's performance management policy</li> <li>• Inducting new staff within the department area.</li> </ul> <p><u>Teaching &amp; Learning:</u></p> <ul style="list-style-type: none"> <li>• To monitor, evaluate, and report on the quality of teaching and learning within the department area;</li> <li>• To analyse and evaluate data at class and department level in order to improve student attainment, progress and outcomes within the department and ensure active communication with DoF;</li> <li>• To set high expectations which inspire, motivate and challenge pupils promoting good and outstanding progress and outcomes by pupils;</li> <li>• To provide additional sessions designed to improve the outcomes of identified students;</li> <li>• To work collaboratively with colleagues in order to ensure inclusion and challenge for all learners, but particularly those in vulnerable groups;</li> <li>• Coordinating links with Special Educational Needs Staff</li> <li>• To maintain the teacher standards assigned to this role;</li> <li>• To teach lessons at all phases that are consistently high quality;</li> <li>• To support and encourage school and extracurricular opportunities, especially those that enhance the cultural capital of students;</li> <li>• Take a lead in planning collaboratively with colleagues in order to promote expected practice;</li> <li>• To ensure that the environment for learning within the department is in line with the school expectations;</li> <li>• Good knowledge of curriculum, appropriate syllabuses and national curriculum requirements;</li> </ul>

	<p><u>Pastoral Care:</u></p> <ul style="list-style-type: none"> <li>• To support the pastoral life of the school including behaviour within the department and across the school;</li> <li>• To attend Assemblies and carry out a share of supervision duties in accordance with published rotas;</li> <li>• To provide the pastoral care of a tutor group;</li> <li>• maintaining updated and accurate records relating to members of the tutor group by recording information on academic performance, behaviour, attendance, punctuality and other relevant issues</li> <li>• to ensure regular and timely communication of information relating to any tutee with colleagues and parents/carers;</li> </ul> <p><u>Safeguarding and Child Protection:</u></p> <ul style="list-style-type: none"> <li>• To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people;</li> <li>• Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.</li> </ul> <p><u>Personal and Professional Continuing Professional Development</u></p> <ul style="list-style-type: none"> <li>• to attend and actively participate in Staff Inset and training events as requested;</li> <li>• To coach and mentor identified staff and run CPD sessions that will help improve the schools learning environment;</li> </ul> <p>Teachers on UPR will be expected to make a greater contribution to the School's Performance Management and CPD processes as part of their normal working arrangements.</p>
<b>Principal Accountabilities</b>	<p>To be met in accordance with the provisions of the Schools Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.</p>

**PERSON SPECIFICATION**  
**Head of Department**  
**(to be read in conjunction with the job description)**

**Essential qualifications**

- Teaching qualification recognised by the DfE

**Essential skills**

- Excellent classroom practitioner skills
- An ability to form productive working relationships with students, parents and colleagues
- To employ a range of appropriate teaching styles and the ability to present subject content in clear language and in a stimulating manner in order to ensure students' interest and motivation and encourage independent learning
- Selection and use of appropriate resources including ICT
- An ability to create and maintain a purposeful, orderly, attractive and effective learning environment
- Good communicative, organisational, administrative and interpersonal skills
- An ability to promote The King John School within the wider community
- An ability to work independently and as a member of a team
- An ability to successfully lead a team
- An ability to produce coherent curriculum plans

**Essential knowledge and understanding**

- An understanding of the subject taught, including a range of assessment methods and the National Curriculum
- An understanding of the variety of the students' needs and their individuality

**Essential experience**

- Successful mainstream teaching across the 11-18 age range and the full ability range

**Essential personal qualities**

- Energy, sensitivity, resilience, commitment and enthusiasm
- Good leadership skills
- High expectations of students
- A sense of humour
- A willingness to participate in professional development

**Desirable qualifications, skills, knowledge, experience and personal qualities**

- A willingness to contribute to the extra curriculum of the school
- An understanding of stages of assessment and teaching students with a range of needs



## Testimonial

Working at King John for the past six years has provided me with a wide range of fantastic opportunities and wonderful experiences. I was encouraged to attend a middle leaders training programme provided by the trust which gave me the knowledge and confidence to be successful in a promotion to Director of English and media. I was also lucky enough to attend the media department trip to Hollywood with a group of KS4 students and was encouraged to organise my own trip to The Globe theatre for KS3 students.

- Director of Learning, The King John School

Working at the King John School is a privilege. Given the school's reputation I am very proud to be a part of the organisation and enjoy coming to work each day. As a school, King John promotes progression with leaders giving staff their full trust and support in professional development. During my time at King John I have been able to grow and flourish by being exposed to work across the school, within our trust schools also as part of the Benfleet Teaching Schools Alliance. Working at the King John School has certainly progressed my career.

- CPC Director, The King John School

Having worked within Zenith for a number of years I have been afforded so many opportunities to develop. I came to the school as a Head of year and after discussing my drive to be on the leadership team I was given extra responsibilities to ensure the progression was effective and that I was ready to interview for a role. With this in mind I was asked to lead on several faculties and drove the Equality and Diversity within my school. This then led to me being asked to join a school within the MAT to take on the role of associate assistant headteacher. I have now secured a permanent position in this school and couldn't have done it without the opportunities given to me by the Trust.

- Assistant Headteacher, The James Hornsby School

I started working at James Hornsby in January 2012 and began working here as a learning facilitator; almost eight years on and I am now currently the head of mathematics. In this time I have had the opportunity to complete many roles within the school. Working in the behaviour support unit, as an achievement officer and then as a maths instructor, while I was completing my maths degree at university. The leaders within the school identified my skill set and provided me with the support and guidance to move through these positions.

- Maths Teacher – The James Hornsby School

