



NOTTINGHAM
HIGH SCHOOL

CANDIDATE INFORMATION PACK

TEACHER OF FRENCH OR SPANISH (Maternity Cover)

To start September 2024

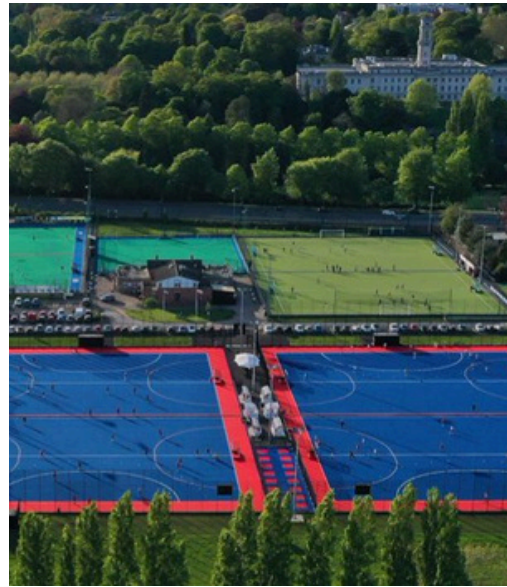


COME AND JOIN US!

Nottingham High School is looking for a fixed term Teacher of French or Spanish (Maternity Cover) to join the School from **September 2024**.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk no later than **10am on Friday 10 May 2024**. As we are committed to securing the right person, early applications may result in early interviews and the early closing of the vacancy.





THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We won the Co-Educational Independent School of the Year award in 2022, were named the East Midlands Independent Secondary School of the year 2023, East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide 2022.

The High School is an independent day school (HMC) for Boys and Girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

Development of teaching and learning is a key emphasis of the School, seeking to develop our pedagogy to deliver lessons that are challenging and inspiring. We are looking for dynamic, forward-thinking subject teachers who engage with learning and teaching initiatives, share best practice and who are willing to adapt to new technologies as appropriate. Our remote learning programme has been crucial to our success and one of the strongest around, we look to develop this in the coming years.

Our teachers are at the forefront of the School's success, we work hard to make Nottingham High School a place that people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a fifth of students receives some form of financial assistance. Entry is by competitive assessment in the Spring Term.

As well as our academic success we put a strong focus on our extra-curricular programme, with over 40 clubs and groups we offer students the opportunity to try a whole range of activities including beast club, board games, music and sport to name a few.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)





THE MODERN FOREIGN LANGUAGES DEPARTMENT

SPANISH

The successful candidate will join a group of dedicated and friendly professionals within a strong and cohesive department that has an excellent record in public examinations.

The Spanish department currently consists of three full-time and two part-time teachers. They each teach across the whole age range within the school, based, as far as possible, to suit their individual wishes. The majority are dual linguists and have the ability to teach French/German. The Spanish department succeeds because of the close working relationship between departmental colleagues. The team members respect each other's professionalism and trust each other implicitly to deliver the subject material in which they passionately believe. Schemes of Work are constantly reviewed, materials are shared, and teachers take the lead for different year groups. There are regular departmental meetings and discussions. Members of the Spanish team are extremely enthusiastic and there is a vibrant atmosphere; they are friends as well as colleagues. In addition, we are extremely fortunate to have a speaking assistant from Bolivia with whom the students have a great relationship. He teaches Sixth form students individually and assists us with our lessons.

The Spanish department's facilities are found within the wider Modern Languages department. It provides an excellent environment within which to teach. All the teaching rooms have smartboards and the associated equipment. The school's computer network and the Internet are accessible throughout, allowing the comprehensive use of digital resources of all kinds. The department also makes effective use of the school's dedicated ICT facilities, where they are required. School has a BYOD policy, and we transition from devices to other types of class-based learning with ease.

GCSE

An increasing number of pupils each year opt to take Spanish at GCSE. The average teaching group size is around sixteen with twenty-four as a set maximum. We follow the AQA specification. Results achieved in 2023 were exceptional, 93% of candidates achieving grades 7-9, 68% grades 8-9. This is testament to the excellent student-staff relationships and the drive and motivation of both.

A Level

The number of students studying Spanish at Post 16 level is relatively small. The teaching sets are typically 4-6. We continue to follow the AQA course at A level. The students are highly motivated, and grades achieved are outstanding. The three year average is – 58% - A*, 72% - A/A*.

Visits & Co-curricular programme

Following on from Covid, trips have taken off in the Spanish department. In 2022, we organised trips to Broadway, the local cinema, to watch Spanish films, we went to The British History Museum to visit the exhibition on "The History of Peru", and we were able to organise overseas visits. In October, we took 40 students from Years 10 & 11 to Andalucía to visit Granada, Mijas, Ronda, Córdoba, Málaga, Puerto Banús and it was wonderful to see students enjoying a genuine experience of Spain again. In October 2023, we took over 40 students to Cataluña to appreciate the art, architecture, and culture of this beautiful region. We organise yearly trips to Spain to enhance the student experience.

In addition, during the summers of 2022 and 2023, our A level students participated in a work experience/study visit to Valencia, organised by Blue Stamp Travel. They benefitted from The Turing Scheme scholarships and were able to go on this month-long experience expense free. This was a fantastic opportunity for our students to meet Spanish in a real context as they stayed with a host family and got to understand first hand some of the differences between life in Spain and the UK.

Our Spanish assistant runs Spanish club along with our Sixth form pupils once a week. It is available to students in Years 7 to 9 who wish to learn more about culture in different Spanish speaking countries. The club is extremely popular, and the session is very much appreciated. In addition, we run competitions such as UKLO and the Anthea Bell translation exchange and have met with success. Sixth form students also run an International Book club in which students from Years 10 to 13 discuss a book that they have read in translation.



FRENCH

The French Department is a vibrant, fun and diverse department which believes strongly in the value of languages and in the cultural and intellectual enrichment they bring. All teaching staff are highly-trained subject specialists, and all have spent substantial periods of time living in the countries whose languages they teach. We have five French teachers including one native speaker, three full-time and two part-time; all are able to teach at least two of our three languages, French, German and Spanish. In addition, we employ a French Language Assistant; who supports us in a variety of roles, including one-to-one conversations, small-group practice work and support within the classroom, and he makes a considerable contribution to developing students' fluency and confidence.

We believe in accessing many digital platforms to encourage our students to use their devices and to have fun while learning a language interactively. This also enables students to work independently, and we guide them to find the appropriate level of consolidation and challenge as they work at their own pace on the resources. We strongly encourage them, as their confidence grows, to develop the habit of consulting news and current affairs websites from the countries whose languages they are learning in addition to exploring the wide range of films, television programmes and podcasts available on streaming sites.

All our teaching classrooms are fully equipped with audio-visual equipment, which supports flexible use of our up-to-date courses with their strong element of visual stimulus and regular audio components. These courses are also available to students online as digital books, enabling them to study flexibly when they are not in school. We ensure that all lessons are posted to a virtual classroom allowing students to compensate for absence or to benefit from reviewing work for revision. In addition, we introduce them to a broad range of language-learning websites, for example Vocab Express, This is Language, Languages on Line, Zut, Conjuguemos, which are strongly motivational and, again, are accessible to students wherever they have internet access.

We organise and lead annual foreign trips and exchanges, including a long-established Year 7 French trip to Paris. We are currently engaged in reactivating an exchange trip for KS4 students to Toulouse in France. All Y11-13 students are encouraged to take part in the Turing Scheme which works with our school to arrange exchange visits to Rennes during the summer holidays. All students studying French at A-Level have the opportunity to take part in either a study visit or an exchange; these attract very good numbers of participants and help candidates greatly in their preparation for speaking examinations.

We have always been keen to teach film and literature to our Sixth-form groups, and we have embraced enthusiastically the cultural strand present in the latest A-level specifications. We are currently teaching, for example, *La Haine* and *Bonjour Tristesse*, with plans to diversify and study *Entre les Murs* and *Un Sac de Billes* next year.

GERMAN

The German department is a small but vibrant department that is passionate about the German language and the culture of the German-speaking world. We have two full-time and one part-time specialist and experienced teachers, as well as a native speaker in the form of a Language Assistant, who offers classroom support, one-to-one conversation sessions and German clinics.

We believe that regular learning leads to the best results and set regular homework, including on-line tasks using resources such as Quizlet, Kerboodle, Pearson ActiveLearn and www.languagesonline.org.uk. We encourage all of our students to spend time in German speaking countries and several students have successfully applied for scholarships with a company that offers work experience or courses in Germany.

At A-Level we encourage all students to go beyond the curriculum and support them as they access articles in German media, especially www.dw.de or www.spiegel.de. The literary option remains popular and we have taught several works in recent years, including *Goodbye Lenin*, *Das Leben der Anderen*, *Die fetten Jahre sind vorbei*, *die Verwandlung*, *der Vorleser* and *Russendisko*.



THE ROLE

The Head appoints all Teachers. The following lists the general responsibilities of all teachers, although there will be differences between individual teachers' responsibilities.

- Teaching the subject at Key Stage 3-4 (KS5 for a suitable candidate but not essential).
- Planning and preparing relevant material and activities to teach the classes allocated, according to the policies of the department(s) to which the teacher is accountable.
- Setting and marking students' work regularly and appropriately for the subject(s) taught in line with School and Departmental policy: recording marks, monitoring progress and writing reports as required.
- Participating in the arrangements for preparing and assessing students' work for public examinations.
- Co-operating with colleagues in operating mark schemes, researching materials, participating in training and developing new courses.
- Participating in the Staff Appraisal Scheme and cooperating with the appraiser. Ensuring subject knowledge and teaching skills are kept up-to-date.
- Being available at all reasonable times during the school day and during school holidays when necessary at pre-arranged times.
- Covering for absent colleagues.
- Sharing in the pastoral responsibility for all students in the School and especially for those in the teacher's tutor, house or teaching group, liaising where appropriate with Tutors, Heads of Year and senior staff.
- Maintaining good order and discipline among students, safeguarding their welfare, health and safety at all times when they are the responsibility of the School. Being familiar with the School and Departmental policies on child protection, discipline and health and safety.
- Sharing in supervisory duties and general duties; upholding good standards of behaviour, dress and punctuality among students.
- Ensuring, where appropriate, that work is well displayed in teaching rooms and a high standard of tidiness is maintained.
- Attending Departmental Meetings and general Staff Meetings, and participating in smaller working groups as appropriate.
- Attending Assemblies and, as often as is reasonable, other School and Departmental activities, events and trips, playing an active part in wider aspects of School life. Attending Parents' Evenings, Prize givings and Open Days

This list is not exhaustive and is subject to change. All staff are expected to fulfill any reasonable request made by the Head or their Head of Department.



THE PERSON

The successful applicant will be an inspiring teacher and a strong advocate of the subject.

You will be joining a high achieving academic environment where you will enable your students to be the best they can at Spanish.

You will embrace new technology and innovation in Teaching and Learning, and be committed to your own personal and professional development. You will be confident in sharing your understanding with colleagues.

You will contribute to the wider co-curricular life of the School, possibly including supporting Duke Of Edinburgh activities or a sports team or leading a musical ensemble, in line with your individual interests.

You will be able to deliver challenging and engaging lessons whether face to face or via Google Classroom or similar.

You will have strong interpersonal skills and be able to build relationships and collaborate with a wide range of people.

You will be committed to creating and sustaining a learning environment that values and celebrates the diversity of both staff and students.

You will be positive, forward-thinking and collaborative.

You will be able to reflect on the curriculum for your subject with regard to Diversity and Inclusion. For Spanish in particular, but also across all other Departments, you will be able to engage in current debates and scholarships around it for KS3, and also be confident in contributing in a positive way on the matter with subject colleagues and in wider School life.

This post is suitable for ECTs and those seeking Statutory Induction. Advice for current PGCE applicants is available [here](#).



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Head of Modern Foreign Languages is the line manager.

Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be [found here](#) on the School website.

Informal Queries

If you have any questions about this position prior to applying, please email our Deputy Head (Academic), Paul Spedding: spedding.ip@nottinghamhigh.co.uk and he will be pleased to assist you.



INVITATION TO INTERVIEW

Interviews

It is intended that interviews will be held shortly after the closing date.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team will ask to see your documents on screen before your interview starts.

Background Checks

The School reserves the right to obtain formal or informal background information about an applicant to determine whether they are suitable to work at the School. This will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines and websites using three means of identification related to the individual.

Online searches will only be carried out at the shortlisting stage. The School will not carry out online searches as part of its initial sift of applications. All applicants for a role at the School will be treated consistently with regard to online searches.

Online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or
- may have an impact on the School's reputation (whether positive or negative).

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications, including successful completion of statutory induction and QTS for teaching staff (applies to those who obtained QTS after 7 May 1999)
- evidence of the right to work in the UK
- a Barred List check and a check of the list of individuals prohibited from teaching
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period