APPLICANT PACK

Teacher of Spanish

Harris Academy Wimbledon

MPS (Inner London) + £1,500 Harris Allowance + Pension Scheme (TPS) + Harris Wellbeing Cash Plan + Additional Benefits

Start date: September 2024

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 3962 4300 or info@harriswimbledon.org.uk

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

Harris Academy Wimbledon

Dear Applicant,

Thank you for taking the time to learn more about Harris Academy Wimbledon.

We are an *'Outstanding'* (Ofsted 2023) secondary academy, established in 2018 to provide an excellent education for children in Wimbledon. With our new Sixth Form that opened last year, we will soon have a full cohort of students aged 11-18.

Two years after opening, we moved into our brand-new building which is modern, bright and equipped with state-of-the-art facilities in every area of the curriculum. We are oversubscribed and fortunate to have an amazing level of support from the community with waiting lists for entry into every year group of our academy.

Harris Academy Wimbledon promotes high levels of academic achievement across the curriculum, encourages participation in extra-curricular opportunities and empowers students to make decisions wisely. The curriculum is rich, diverse and personalised ensuring every student achieves his or her true potential. Academic success goes hand-in hand with a rich variety of enrichment and extra-curricular activities; these help foster a spirit of aspiration, resilience and joy in learning.

Professional learning is at the heart of the academy, supporting all staff in their development. The academy has a growth mindset approach where industry and commitment are seen as cultural virtues. Development of resilience, self esteem, managing risks/consequences and the ability to work effectively together all form a key part of the pastoral provision.

We are looking for a hardworking, ambitious and dynamic qualified teacher to join Harris Academy Wimbledon as Teacher of Spanish, leading this new academy towards excellence. You will have excellent opportunities to engage in wider Harris Federation academy improvement and professional development activities.

The Teacher of Spanish will be a well-qualified specialist, holding QTS (or equivalent) and a relevant undergraduate degree, you will have the ability to teach from KS3 to KS5. We are looking for a strong communicator with proven skills in engaging with, inspiring and motivating, not just the school community but the wider community.

There is a great deal of collaborative working and sharing of good ideas about what works within secondary academies at Harris. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.

I look forward to receiving your application.

Yours sincerely,

Joanne Larizadeh

Joanne Larizadeh

Principal

Core purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/house tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.

Teaching

- To undertake an appropriate programme of teaching as directed by the Principal.
- To plan and prepare courses and lessons in line with Academy policy.
- To contribute to the whole academy's planning activities.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To ensure effective and efficient deployment of classroom support.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To lead in the development of appropriate syllabuses, resources, schemes of work, Assessment for Learning, Behaviour for Learning policies and implementation of strategies for raising achievement the subject area.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student.
- To teach the enrichment curriculum and contribute weekly to extra-curricular activities.

Core purpose

Pastoral System

- To be house tutor to an assigned group of students and carry out the duties associated with this role, including teaching Human and Life skills.
- To promote the general well-being of the individual and of the house as a whole.
- To participate in assemblies.
- To participate in after-hours activities with students.
- To communicate as appropriate, with the parents of students and with external agencies concerned with the welfare of the students.
- To contribute to and implement the Academy policy on rewards and support taking responsibility for student behaviour.
- To monitor students attendance and punctuality together with students' progress and performance in relation to targets set for each individual, ensuring follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To ensure the Behaviour Management system is implemented consistently in the subject area, so that effective learning can take place.
- To liaise with the Director of Upper/Lower school where a student is causing concern, attending planning meetings where appropriate.

Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- To contribute to the subject area's Development Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons.
- To contribute to the whole academy's planning activities.

Curriculum

- To assist the Director of Languages to ensure that the curriculum area provides a range of teaching which complements the academy's Strategic Objectives.

Staff Development: Recruitment and Deployment of Staff

- To take part in the academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the academy.

Core purpose

Quality Assurance

- To help to implement academy quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed academy procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

Management of Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the academy.
- To follow agreed policies for communications in the academy.

Marketing and Liaison

- To contribute to the academy liaison and marketing activities.
- To assist the Director of Languages with the effective promotion of the subject at open days/evenings and other events.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Director of Languages to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, subject area and the students.

Academy Ethos

- Undertake whole Academy duties as outlined in responsibilities agreed each year.
- Monitor and support the overall progress and development of students as a teacher.
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

Disclaimer

- We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:
- Equal Opportunities
- Health and Safety
- General Data Protection Regulations (2018)
- Safeguarding children

Person Specification

Attributes	Description	Desirable
Knowledge and Experience	Graduate in relevant subject and DfE recognised Qualified Teacher Status. Successful teaching experience at secondary level (can be teaching practice). Understanding of theory and practice of effective teaching and learning. Knowledge of National curriculum requirements at KS3 and KS4. Understanding of the importance of having high expectations for all students, both of behaviour and academic achievement. Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including special educational needs, English as an additional language and high achievers. Knowledge and experience of writing lesson plans, developing resources and assessing students work. Understanding the importance of being a Tutor.	Experience in Multi-ethnic urban schools. Experience of working in an 11-18 school. Understanding and/or experience of A Level teaching.
Skills and Abilities	The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff. Good level of ICT skills The ability to create a motivating and safe learning environment for all students. The ability to communicate positively with parents/carers and where appropriate outside agencies in a way that facilitates effective links between home and school. Good communication skills both writing and speaking. Ability to lead and manage own work effectively and take responsibility for own professional development. Ability to carry out the job description. Excellent time management skills and the ability to prioritise and meet deadlines under pressure. Ability to motivate students and raise their aspirations through a range of strategies e.g. assessment for learning	
Personal Qualities	Enthusiasm for and commitment to the achievement of the academy's overall vision for success at all levels. Commitment to contributing to academy life as a whole and willingness to be involved with clubs and community projects. A positive approach to hard work. A positive role model for students. Passion for teaching own subject specialism. Flexible, adaptable, results orientated and able to prioritise, resilient under pressure. Awareness of and commitment to equal opportunities and valuing diversity.	

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Thank you for your interest in our school. We look forward to receiving your application.

If you think a career with us is right for you, discover more at:

www.harriscareers.org.uk