

## General information for applicants

### Spanish Assistant

#### **The Princethorpe Foundation**

The Princethorpe Foundation, which is administered by lay trustees, provides coeducational, independent, day schooling in the Catholic tradition for some thirteen hundred children from age two to eighteen years. The senior school, Princethorpe College, (HMC 11 - 18) is about 7 miles from Leamington, Coventry and Rugby, with the junior schools, Crescent (IAPS) about seven miles away in Rugby, and Crackley Hall School (IAPS) and Little Crackers Nursery about nine miles away in Kenilworth.

#### **The School**

Princethorpe College opened in 1966 and occupies a fine former Benedictine monastery which was built in the 1830s in 200 acres of parkland. The origins of the school date back to 1957 when the Missionaries of The Sacred Heart opened St Bede's College in Leamington Spa; the subsequent move to Princethorpe gave an opportunity for expansion.

The school became a lay foundation in 2001, when it merged with St Joseph's School in Kenilworth, resulting in the consolidation of a junior school and nursery on the Kenilworth campus. Crackley Hall is a significant feeder for Princethorpe. In September 2016, The Crescent School, a stand-alone prep school for seventy years in Rugby, also merged with the Princethorpe Foundation.

About one-quarter of the children at Princethorpe are Catholic and the Foundation welcomes children and staff of all denominations. The key catchment area for the school lies in a radius of about twenty-five miles, largely within the conurbations of Coventry, Leamington, Warwick, Kenilworth, Solihull, Stratford, Lutterworth, Banbury and Rugby, all of which enjoy a private bus service.

The Head of Princethorpe, Ed Hester, is Foundation Senior Head and as chief executive chairs the Foundation Executive Committee (FEC) which has responsibility for the day-to-day running of the schools and strategic planning. Financial management, estates, catering, IT systems and marketing for all schools in the foundation are resourced centrally. The head of Crackley Hall, Robert Duigan and the Head of the Crescent, Joe Thackway, are also members of the FEC.

Ed Hester is a member of HMC and the school also has membership of ISA and CISC.

The school continues with a comprehensive investment programme which over the last decade has seen a Sixth Form Centre built, Sports Centre improvements, chapel refurbishment, a new Photography department, update of IT facilities, Music department and classroom refurbishment and restoration of The Roundhouse to provide a stunning multi-purpose meeting, teaching and performing space. *The Limes*, a £4.5m fourteen-classroom teaching wing serving English, Modern Foreign Languages, Academic PE, IT and computing opened in September 2014. An indoor climbing wall and new fitness centre were part of the same project.

## **Ethos**

Princethorpe life extends well beyond just exam preparation. The gospel values of love, service, commitment and forgiveness are central to everything which the school does, underscored by the school motto, *Christus Regnet – may Christ reign.*

Our schools are characterised by their strong Christian ethos and pride themselves on providing a caring, stimulating environment in which children's individual needs are met and their talents, confidence and self-esteem are developed.

The school maintains its Catholic tradition through assemblies, morning prayers, Holy Mass, celebrating the sacraments, teaching of Religious Studies and a vibrant Chaplaincy.

The social, cultural, intellectual, spiritual and emotional needs of pupils drive the school which is famed for outstanding levels of pastoral care. The ISI inspection report from April 2014 makes reference to the spiritual, moral, social and cultural development of pupils as being a key strength of the school.

## **The Local Area**

True to its heritage as a fashionable spa resort in the late 18th century and with a population of 50,000, Leamington is a thriving and elegant town of culture, leisure and good eating, with a well-regarded shopping experience comprising the usual range of high street outlets plus a significant number of independents. There are three key green spaces: the Jephson Gardens, Pump Room Gardens and Victoria Park. All of the major supermarkets are present. Swimming, golf, football, rugby, tennis, real tennis, health clubs, galleries, museums and the theatre are all well represented.

Rugby which has a population of 71,000, has an industrial heritage including the development of Whittle's jet engine and is, of course, the birthplace of rugby football; Coventry is famed for its Basil Spence Cathedral where Britten's War requiem was first performed and Warwick has a gentler air boasting the finest mediaeval fortress in the country. Kenilworth has the ruins of a castle, the remains of a medieval monastery, interesting architecture, a huge choice of well-regarded restaurants and a variety of independent retailers.

Communications in this part of the world are excellent, with easy access to the Midlands motorway network, and London is about an hour from stations at Leamington Spa, Rugby and Coventry. Shakespeare's Stratford-upon-Avon and the Cotswolds are a short drive away. There is a huge variety of property at modest prices.

## **Looking Forward**

Princethorpe College enjoys an excellent and growing reputation. Pupil numbers have risen to around 900 and continuing strides are being made to ensure the highest academic standards and a widening extra-curricular programme. Many pupils gain representative honours in sport and England cricketer, Ian Bell, numbers amongst the school's alumni.

Plans are in place for *The Close*, a ten laboratory Science block at Princethorpe and *The Gables*, at Crackley Hall, comprising a multi-purpose hall, classrooms and music practice rooms opened in February 2016 and represents a further £2m investment. A new Virtual Learning Environment utilising *Firefly* has been implemented and is being rapidly populated. A pilot study for using tablets and other digital devices in class groups has recently been completed.

## **Curriculum**

The curriculum is wide-ranging and our challenge is to prepare pupils for their next stage of education.

The school has made significant academic progress over the last decade, building a reputation for high levels of success with strong, positive value-added scores. Most pupils continue into the Sixth Form where there is a wide range of A-level subjects on offer. All Sixth Formers have the opportunity to take part in The Princethorpe Diploma, a home-grown award, which encourages active participation in extra-curricular activities, service to the community and work-experience as well as a full commitment to their academic studies and enrichments projects.

In public examinations our pupils excel: in 2018 at the top end 34% of all A-level grades were A\* or A and 80% of grades were C or better; at GCSE 43% of grades were new 9, 8, 7 or A\* or A grades and 26% of pupils achieved eight or more 9, 8, 7 or A\* or A grades. In addition, over two-thirds of the students were awarded the Princethorpe Diploma.

### **The School Aims:**

1. to provide a first-class, rounded education for all its pupils;
2. to ensure that a strong Christian ethos - underpinned by the values of our founders, the Missionaries of the Sacred Heart - permeates the school; this ethos nurtures personal spirituality, moral development and self-respect based on Gospel values, love of God and love of one's neighbour. Respect for others and the environment, generosity, compassion, loyalty and a desire to "do the right thing" are key indicators of this living ethos, as are good manners, courtesy and an appreciation of the joy of life;
3. to prepare each pupil to be a positive, tolerant member of our multi-cultural society, being generous of spirit in serving others. We aim to forge strong links within our own community and in the local and wider communities;
4. to offer a broad curriculum which is challenging, exciting and meets the needs of our pupils. It needs to be balanced, have academic integrity, cater for a variety of educational needs and to foster a life-long love of learning and enjoyment of academic pursuits;
5. to have the highest standards of teaching and learning. We want pupils to be active learners and take responsibility for their learning; we want them to have independent learning skills, be resilient and have academic stamina and rigour. We want pupils to achieve the best possible examination results - but focus on these must not stifle creativity, fun, independence, breadth and depth of learning;
6. to ensure all members of the College Community receive the necessary support, encouragement and motivation to grow and develop above and beyond their own expectations. We aim to set ourselves the highest possible standards and view the giving of encouragement, affirmation and praise as essential to the ethos of the College;
7. to offer a first-class comprehensive extra-curricular programme that encourages and inspires the whole range of ability and interest levels from outstanding performers to reluctant beginners;

8. to provide the necessary channels for good communications within our community so that all have a voice which can be heard and all are kept informed of events and developments;
9. to provide the necessary planning, structure and resources to meet the above goals. We must also ensure that we care for our resources and use them well. We aim to promote Foundation-wide thinking so that planning, ideas and resources are shared across the schools to best effect;
10. to provide the financial security and stability to deliver the above goals and assure the future of the College and Foundation.

### **Role**

As a Spanish speaker, you will support the MFL Department by planning activities, texts, role plays and games to enable students to practise their spoken Spanish and learn more about Spanish culture. Working 35 hours per week, Term Time Only plus INSET days.

You will take small conversation groups or 'team teach' with the class teacher. You will not be expected to mark pupils' work outside of lesson time.

Above all, the role is a supportive one, not only for the classroom teacher but also for the pupils. Encouragement, praise and positive feedback will build a pupil's confidence. It is vital that pupils enjoy their learning and therefore develop confidence to communicate in Spanish.

This role would be suited to a native speaker wanting to gain teaching experience in the UK.

### **The Modern Foreign Languages Department**

The MFL department currently consists of four full time and three part time staff, all of whom are language specialists. The department is friendly and supportive and the teachers work together well as a team.

Our department is enthusiastic and committed to achieving a high level of success with all our pupils. We have some very able pupils in the department and, naturally, also teach children who find learning languages quite demanding.

The Spanish department currently uses Pearson Viva coursebooks and the ActiveLearn website for Years 7-11 and Hodder Dynamic Learning for A Level.

We are fortunate to be well-resourced and we have a wide variety of materials available to supplement our main coursebooks. We also have access to a fully equipped IT suite and interactive whiteboards in MFL classrooms.

At Key Stage 3, pupils in Years 7 and 8 study 2 periods per week of Spanish. We use the Viva 1 textbook. In Years 9-11 pupils have three lessons of Spanish a week. We work towards the Edexcel iGCSE exam. We have small groups of A Level Spanish. We follow the Edexcel course.

We are very committed to offering language department trips abroad to our pupils. Homestay trips are particularly popular. We also have a club which allows pupils to gain extra support, or watch some of their favourite films and TV series in a foreign language.

## **Professional Duties Teaching**

Teach one lesson of Year 12 and one lesson of Year 13 Spanish per week, in preparation for the A Level speaking exam.

Support Year 11 pupils in preparation for the Spanish iGCSE Edexcel speaking exam.

Support Year 10 pupils with general conversation practice.

Enrich cultural knowledge and support KS3 pupils of Spanish, with lunchtime clubs etc.

Motivate pupils to reach their highest academic potential, and stimulate an interest in the subject.

Provide a positive and supportive learning environment.

Keep pupils and Spanish staff up to date with latest cultural and linguistic trends.

## **Monitoring and Assessment**

Provide pupils with constructive feedback on their strengths and weaknesses and highlight areas for development.

## **Resource deployment**

Organise the display of pupils' work.

Organise the display of appropriate materials, posters, etc.

## **Other**

Support Open Days and other events in the school calendar.

Communicate effectively with pupils, staff, management and parents.

Any other reasonable request.

**The Foundation reserves the right to vary tasks, duties and responsibilities at any time and from time to time according to its business needs.**

## Person specification

		Essential	Desirable
<b>Experience/ knowledge</b>	<p>Extensive knowledge of Spanish language and culture</p> <p>Knowledge of Edexcel A level specifications</p> <p>Knowledge of Edexcel iGCSE certificate</p> <p>Experience of supporting students of all ages and abilities to make excellent progress and achieve good examination outcomes</p>	✓	✓ ✓ ✓
<b>Personal job related skills</b>	<p>A passion for Spanish language and culture</p> <p>The ability to enthuse and inspire others</p> <p>Good interpersonal skills, including the ability to work and relate well to people on all levels</p> <p>The ability to develop positive relationships with all young people</p> <p>The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop</p> <p>High levels of honesty and integrity</p>	✓ ✓ ✓ ✓ ✓ ✓	
<b>Qualifications</b>	Educated to degree level and with fluency in Spanish	✓	
<b>Other requirements</b>	A commitment to the safeguarding and welfare of all students	✓	

Princethorpe College reserves the right to amend this job description from time to time according to business needs

### Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the deputy head (pastoral) or the headmaster.

## **Mandatory Training**

Safeguarding and Health & Safety Induction

## **Salary**

The salary for this role is £11,544 per annum, inclusive of holiday pay.

Members of staff working in the Foundation enjoy a considerable discount on school fees for their own children at Princethorpe College, The Crescent and Crackley Hall School. Teaching staff are able to join the TPA. The Princethorpe Foundation salary scale is associated with but some way above national scales.

## **General**

All members of staff are expected to contribute fully to the extra-curricular programme. The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.

## **Safeguarding**

The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The 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.

During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

The successful applicant will be required to complete a Disclosure and Barring Service (DBS). 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, as well as referral to the relevant DfE and DBS agencies.

Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.

The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website [www.princethorpe.co.uk](http://www.princethorpe.co.uk)

## **Recruitment**

The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.

The Foundation is an equal-opportunities employer.

## Application Form

Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.

Please address your application to Mr E D Hester, Headmaster.

Completed applications should be sent by email to [Recruitment@princethorpe.co.uk](mailto:Recruitment@princethorpe.co.uk)

or by post to: The Recruitment Co-ordinator, Princethorpe College,  
Princethorpe, Rugby, CV23 9PX

The closing date for applications is Wednesday 1 May, at 9.00am. Interviews are likely to be held on Thursday 9 May at Princethorpe.

## Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring with them:

### Proof of ID and Right to Work in the UK

*At least one document must be photographic proof of ID. Please bring:*

- Current UK passport showing you are a British Citizen **OR**
- Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland **OR**
- Full birth or adoption certificate issued in the UK, dated within 12 months of birth.

### And where possible

- An official document giving your permanent National Insurance Number.
- If applicable, your Marriage Certificate or official documentation showing a change of name. **See Qualifications below**
- If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.

### Educational/professional qualifications

- Qualification Certificates as listed on your application form.  
**If the certificate is in your maiden name then a marriage certificate must be produced.**  
*If the successful candidate cannot produce original documents or certified copies, written confirmation of her/his relevant qualifications must be obtained from the awarding body.*

### Proof of Current Address

Utility bill or financial statement showing your current name and address, dated within last three months