



The Beacon

Independent Prep School for boys aged 3-13
Amersham, Buckinghamshire

Teacher of Spanish
For September 2022



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Address:	The Beacon Amersham Road Chesham Bois Amersham Bucks HP6 5PF
Telephone:	01494 736165
Email:	recruitment@beaconschool.co.uk
Website:	www.beaconschool.co.uk

The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



From Will Phelps Headmaster



Dear Applicant,

Thank you for your interest in the position of Teacher of Spanish at The Beacon.

We are seeking to appoint an exceptional and dynamic linguist to join our strong Modern Foreign Languages team from September 2022. The successful candidate will be primarily teaching Spanish to Years 5 to 8 as well as International Studies to our boys in Pre-Prep and Years 3 and 4.

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The Beacon has led and developed the Prep School Baccalaureate, which allows much freedom to Heads of Department in the development of a curriculum that seeks to instill and develop a love of languages and independent learning.

To give you a flavour of life at The Beacon please take a look around our website www.beaconschool.co.uk. You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website too.

The Beacon is a remarkable school, and we seek remarkable people. I look forward to hearing from you.

Will Phelps
Headmaster

IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





The Role and Job Description

Role: Teacher of Spanish and International Studies

Hours: Full-time (Monday – Friday)

Reporting to: Head of Modern Foreign Languages

Main Areas of Responsibility

Academic

- Together with the Head of Section, to prepare schemes of work for their class
- To prepare Medium Term Plans for their class
- To prepare and deliver lessons in line with the agreed curriculum and schemes of work in Modern Foreign Languages
- To mark and assess boys' work and progress in line with the school and departmental policies and to record assessments in a clear and informative manner
- To report progress to parents at parents' meetings and in written reports
- To ensure that the boys' work is presented and maintained in an organised, appropriate and accessible format
- To work closely in a team with other teachers and assistants, the Heads of Department, the Heads of Section, and all members of the School Leadership Team
- To liaise with the staff in the Learning Support Centre to ensure that the needs of all boys with SEN are met
- To maintain records and notes on academic issues in the electronic profiling system
- To encourage and stimulate the boys to achieve excellence in all their endeavours and to expect high standards
- To provide a comfortable, stimulating and well-organised classroom environment, with a high standard of display work on notice boards

Pastoral

- To look after the well-being and pastoral needs of the boys in their classes
- To reinforce the aims of the school
- To monitor closely the behaviour of the boys in their classes and deal with any inappropriate behaviour, in consultation with the Head of Section if necessary
- To encourage and reward the boys for good behaviour, using a variety of different and appropriate methods
- To communicate effectively and regularly with parents and other staff
- To liaise with the Head of Section, where necessary, and to liaise with the School Counsellor, where necessary
- To maintain records and notes on pastoral issues in the school MIS (iSAMS)



Sectional

- To act as Form Tutor if required
- To work closely with the relevant Head of Section to ensure that all sectional requirements are being met
- To keep the Head of MFL and Head of Section informed of any issues arising concerning boys in the class
- To attend staff meetings, Parents' Evenings and curriculum meetings etc.
- To review resources and make requests for items as part of the annual budget bidding process

Additional Duties/Responsibilities

- To ensure, at all times, absolute commitment to the safeguarding and promotion of the welfare of the boys at our school
- To undertake break time and lunchtime duties on a rota basis
- To supervise boys during assemblies
- To assist with the organisation and running of both residential and day trips and events
- To contribute to the Clubs programme, and to help with the Prep and Late Stay programme
- To take part in INSET and other professional training and development available
- To attend school events, Parents Evenings and other meetings
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values that we wish the boys to learn.

Safeguarding

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the School's safeguarding policy at all times and using CPOMS as the internal system for monitoring safeguarding, wellbeing and pastoral issues
- The role will involve daily contact with children and a high level of responsibility for children. The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.



Personal Attributes

	Essential	Desirable
Qualifications	Educated to degree level Suitable teacher qualification, e.g. QTS	
Experience	Experience of working with primary school age group and successful language teaching across KS1 and KS2	(Note: it is not essential to have worked in the independent sector)
Skills	Exceptionally fluent / bilingual in Spanish Excellent teaching abilities Highly organised Strong pastoral skills	Further language (e.g. French) or experience in teaching other subjects (e.g. International Studies, English)
Knowledge	MFL / Spanish curriculum Up to date safeguarding training	
Other	Excellent role model Desire to contribute to school life beyond immediate classroom Highly professional with positive outlook Team player	

In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.



The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form which can be completed online. Alternatively, please send a copy of your completed Application Form and covering letter:

- by e-mail to: recruitment@beaconschool.co.uk
- or by post to: Mr Will Phelps, Headmaster, The Beacon School, Amersham Road, Chesham Bois, Amersham, Bucks HP6 5PF

The closing date for receipt of applications is **Monday 28th February**, and interviews will be held the week of **7th March**.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

