

JOB DESCRIPTION

TEACHER OF SPANISH PLUS ANOTHER LANGUAGE
FOR SEPTEMBER 2025
FULL-TIME, PERMANENT POST

Reports to:	Head of Modern Foreign Languages
Responsible to:	The Warden
Relates to:	Pupils, other teaching staff, non-teaching staff and parents
Contract:	Permanent, term-time only
Salary:	DOE

1. Role Purpose

About the Modern Foreign Languages (MFL) Department

Modern Languages play a central role in the academic life at St Edward's. The School is international and multilingual in its outlook, attracts pupils from all over Europe and the wider world, and there is a shared belief in the intrinsic value of learning languages – as much as a way of developing the life of the mind, as a means by which to enable our leavers to play a full, useful and outward-looking role in the work-place and in society.

There are 13 full-time members of the languages teaching staff. French, German and Spanish are all offered as part of the curriculum; in addition, Italian, Mandarin and Russian are offered as extra-curricular languages. All pupils in Years 9 – 11 (age 13-18) study at least one language to GCSE level, with many opting for two, and some three; there are healthy numbers in Years 12 and 13 across all languages, especially in view of the fact that over half of our Sixth Form take IB, in which one modern language is compulsory either at Standard or Higher Level.

The successful candidate will play a full role in the life of the department, have initiative and drive in equal measure and be forward-looking and confident in their ability to teach to a very high standard across the ability and age range; experienced applicants are preferred, but we will welcome strong newly qualified or early career teachers.

Main Duties and Responsibilities

- Teaching Spanish (and another language) throughout the school, from Year 9 beginners to IB Higher Level and A-level (Y13).
- To deliver well-planned, engaging and challenging lessons in accordance with the schemes of work.
- To engage positively with personal professional development.
- To adhere to all departmental and school policies relating to assessment, tracking and monitoring of progress, including regular reporting to parents and tutors.
- To be fully aware of Health and Safety regulations relating to all activities which are undertaken.
- To play a full part in the wider life of the school community.
- To act as an academic tutor to a small group of pupils in a boarding house.

Safeguarding

- As a member of the School's teaching staff the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of pupils in the school. The School's procedures and policies for child protection and security are published in the Staff Handbook, of which all teachers are able to access a copy on Teams. Training in these procedures and policies forms part of new teacher induction, as well as on-going staff development.

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date issued. It will be reviewed from time by the Warden to ensure that it remains current and the School reserves the right to make reasonable changes.

2. Person specification

The person appointed will be a well-qualified MFL Teacher with a good degree from a recognised university, experience of working with children or young people, and, in most cases, a post-graduate teaching qualification. The successful candidate will be happy to contribute to ToK, EE or EPQ candidate supervision. Experience of teaching IB, while desirable, is by no means essential. He or she will be fully supportive of the School's academic vision and pedagogical principles.

Qualifications

A good Honours degree in a relevant subject	Essential
Educational qualifications (PGCE, M.Ed)	Desirable

Knowledge and Experience

Outstanding practice in the classroom	Essential
Safeguarding and the protection of young people	Essential
Working in a coeducational environment	Desirable
Working in a boarding environment	Desirable

Abilities and Skills

Outstanding communication skills, with the ability to relate sensitively to pupils, parents and staff	Essential
Excellent organisational and administrative skills	Essential
Excellent IT skills	Essential

Personal Qualities

A proven track record of building and maintaining good relationships with pupils	Essential
A proven track record of building and maintaining effective working relationships with colleagues	Essential
Commitment to safeguarding children and young people	Essential
Commitment to professional development in teaching and learning	Essential
Willingness to commit to the School's aims and values, and to be involved in its boarding community	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential

3. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

4. Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service (formerly CRB).

5. Health and Safety

The School is obliged, so far as is reasonably practicable, to provide safe and healthy conditions and systems of work for all employees, which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the selection process

Please apply as soon as possible for this immediate vacancy. Successful candidates will be offered an immediate interview.

The interview process will include an observed lesson. References will be taken up once candidates are short-listed, unless the candidate explicitly requests a delay. Social Media and online checks will also be made at this stage.

The interviews will seek to assess how well the candidate meets the requirements of the post and will include an assessment of the candidate's suitability to work with children. Any discrepancies or anomalies in the application form will be addressed at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether their name is given as a referee or not.

Application forms can be found on the School website: www.stedwardsoxford.org Candidates should send their completed forms by email to wardenpa@stedwardsoxford.org or, for information, please contact 01865 319 323.

If you would like further information about this post, please contact the Head of MFL, Mrs Ann-Laure Davies, by email: daviesal@stedwardsoxford.org

June 2025