



THE GRAMMAR  
SCHOOL AT LEEDS  
Be Inspired



Teacher of Spanish

# The role

## Teacher of Spanish

Reports to: Head of Department

### Main purpose of role:

- To plan and deliver lessons and units of work which stretch and challenge students throughout the full age and ability range, in order to secure excellent progress for all
- To enthuse students in the subject, and build their confidence around their own learning
- To establish good working relationships with both staff and students, to work towards the common goal of ensuring excellence in all aspects of life at The Grammar School at Leeds

### Main responsibilities:

#### Planning

- To plan and deliver courses, schemes of work and individual lessons appropriate to the needs, abilities, interests, experience and existing knowledge of students in accordance with policies, departmental syllabuses, and examination requirements
- To contribute towards creating and updating schemes of work, and to share resources with other colleagues
- To maintain an attractive and stimulating classroom environment

#### Setting and supervising work

- To teach classes, groups or individuals, and to set tasks to be undertaken at school and elsewhere
- To set regular homework in accordance with school policy
- To set work for classes in the event of absence from school

#### Assessing, recording and reporting

- To mark and assess students' class work and homework constructively in accordance with departmental guidelines and school policy
- To set and mark examination papers and tests as required by the head of department
- To record marks and assessments in accordance with school and departmental policy

- To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the attainment, progress, development and learning of individual students and of groups of students
- To use group and individual data to track progress and focus intervention in order to optimise outcomes

#### Discipline and relationships

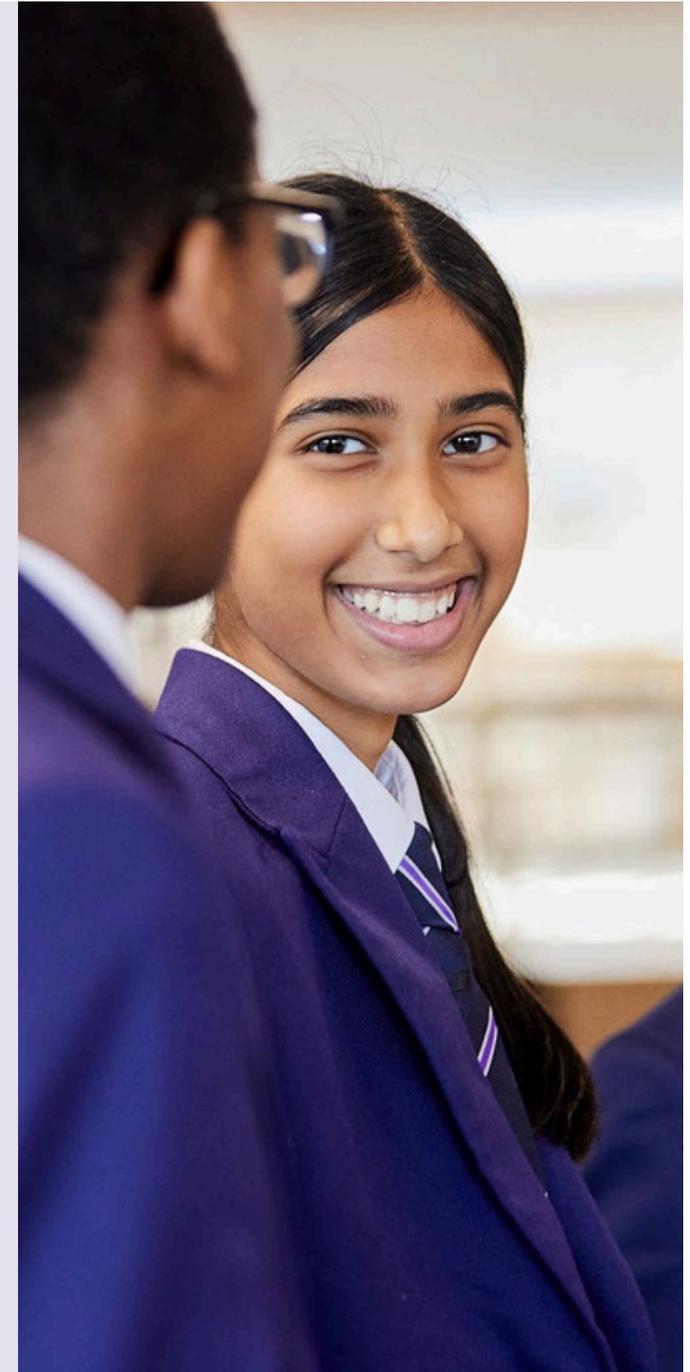
- To promote and maintain good order, discipline and respect for others amongst students
- To implement the school's academic expectations policy
- To promote the school's values and rules
- To safeguard health and safety
- To develop relationships amongst students conducive to optimum learning

#### Communication with parents and prospective parents

- To build and maintain co-operative relationships with parents and to communicate with them on students' learning and progress, drawing attention to skills and talents as well as areas for improvement and difficulties
- To attend parent consultation evenings and other meetings with parents as required, and to provide parents with information about a student's effort, attitude, performance and prospects
- To attend speech night and other presentation evenings
- To attend open evenings/days as required

#### Professional development

- To keep up to date with new developments in the subject, alongside current educational thinking and practice
- To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate
- To participate in the school's programme of professional review as agreed with the head of department and the Principal





### **Departmental**

- To build and maintain co-operative relationships with all colleagues
- To share in the responsibilities for administering the department
- To attend departmental meetings and contribute to planning, policies, and evaluation of the work of the department
- To be willing to take part in and organise trips (local visits and abroad)
- To safeguard the fabric and furniture of the school and to investigate, deal with and report any instances of damage

### **Corporate life**

- To participate fully in the corporate and pastoral life of the school by attending assemblies, acting as a form tutor, acting as a house tutor, attending a variety of other events and carrying out general supervision duties as required, as well as contributing to extracurricular activities
- To take part in whole school reviews of policy and aims and in the formulation of guidelines as required
- To attend staff meetings

### **General:**

- Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
- All colleagues employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- All colleagues should be aware of the school's health & safety policy and implement it as appropriate.



# The person

## Qualifications & attainments

- Strong educational background.
- A teaching qualification at degree or post-graduate level.

## Experience & knowledge

- Excellent subject knowledge
- The ability to teach across the senior school age range (11-18)
- The ability to set high standards in the classroom whilst having a good rapport with the students.
- The ability to set, mark and report on students' work on a regular basis so that effective feedback is given
- A familiarity with ICT and its application in teaching and learning in languages

Essential Desirable

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Essential Desirable

- The ability to contribute effectively to pastoral life at GSAL
- The ability to contribute effectively to GSAL's co-curricular classes and activities
- Up-to-date knowledge of educational practice and issues
- An ability to teach an additional subject at KS3 would be useful

## Skills & qualities

- The skills and qualities expected of an excellent classroom practitioner
- A genuine enthusiasm for languages as well as the ability to convey this to the students
- A desire to stretch and support all students through careful lesson preparation and a willingness to offer extension classes and revision sessions
- The ability to relate to and empathise with pupils, and to develop trusting and respectful relationships with them
- A positive approach and a willingness to share ideas and work as part of a team
- The ability to communicate effectively, orally and in writing, to a range of audiences
- A high level of organisational and planning skills with the ability to investigate, solve problems and make decisions
- An open mind that is receptive to new ideas, approaches and challenges

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**Values & ethos**

- A commitment to achieving the highest academic standards to ensure all pupils reach their full potential.
- A willingness to participate fully in the department’s programme of trips and events
- A willingness to promote languages in and out of the classroom
- A willingness to consider and reflect upon one’s teaching methods, with a commitment to learning and continuing professional development
- A commitment to an involvement in pastoral responsibilities and co-curricular activities
- A willingness to contribute to the corporate life of the school
- A supportive understanding of the ethos of independent education

Essential      Desirable

Essential	Desirable
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# Your benefits

## Colleague benefits - teaching

Colleagues at The Grammar School at Leeds have access to a wide range of benefits including:

<p>Access to our Colleague Assistance Programme well-being app, Vivup, offering telephone counselling, financial and legal advice plus 6-8 face-to-face counselling sessions</p> 	<p>Access to the defined contribution pension scheme: 0% colleague contribution with 21% employer contribution and 4x salary life insurance</p> 	<p>Beautiful lunch time walking routes around our 140 acre site</p> 	<p>Generous leave of absence scheme to support our colleagues when they need it</p> 	<p>Colleague discounts through multiple providers, including Vivup, Discounts for Teachers and Extras</p> 
<p>Access to our 24/7 GP provider, Health hero</p> 	<p>Training and CPD available including five inset days per academic year</p> 	<p>Enhanced school holidays, approximately 16 weeks non-term time</p> 	<p>Onsite gym and swimming pool available for colleague use within set times as well as colleague classes such as pilates, meditation, kettlebells, spinning and bootcamps</p> 	<p>Significant discount on school fees</p> 
<p>Colleague lunches: three courses for £2.40 available during school lunchtimes plus free tea, coffee and hot chocolate</p> 	<p>Childcare provided for colleague's children during school INSET days (from the age of 3 up to age 11)</p> 	<p>Opportunity to be involved in co-curricular activities such as the colleague pantomime, wellbeing committee or volunteer for community events</p> 	<p>Use of the school's extensive library facility</p> 	<p>Free car parking available on site</p> 
<p>Salary sacrifice schemes for cycle to work</p> 	<p>Free use of the school bus service (subject to availability)</p> 	<p>Free after school childcare until 6pm for the hours that you are working (subject to availability)</p> 	<p>Subsidised flu vaccination onsite</p> 	<p>Enhanced payment for maternity, paternity and adoption leave (subject to meeting certain eligibility criteria)</p> 

# About us

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**The Grammar School at Leeds is a highly successful, academically selective co-educational school of over 2,000 pupils and 435 members of staff, based on a modern, purpose-built campus in north Leeds.**

A rich heritage combined with an innovative approach, GSAL offers academic excellence and a breadth of opportunity that develops and celebrates the strengths of all pupils and staff. The school seeks to nurture all its pupils to make the most of their talents, realise their potential and develop a confidence to rise to any challenge.

Academic achievement is at the heart of a rounded education at the school. A rich, stimulating curriculum combined with a caring pastoral system helps to develop curious and successful learners and well-rounded citizens alongside achieving consistently excellent academic outcomes.

GSAL is a co-educational school which follows the 'diamond model'. Between the ages of 3 and 11, pupils are taught together before moving into predominantly single-sex academic classes from ages 11 to 16 years, later reverting to mixed teaching groups in sixth form. This structure offers the advantages of single sex teaching and learning, together with the continued benefits of mixed co-curricular and pastoral engagement.





# Our ethos and values

The school aims to foster an inspiring environment of learning and aspiration where pupils and staff alike can flourish every day, within and beyond the classroom. Everyone in the community is encouraged to grow, reflect, be kind and have respect for others. The school is a positive, caring, and inclusive environment where every child is valued and supported by a dedicated team of staff to become confident, resilient, and capable young people.

The school also recognises its role in society more widely, inspiring an outlook that is both local and global, and fostering an ambition for the highest impact and achievement in life beyond the school gates.

The school operates on FREDIE principles:

- Fairness
- Respect
- Equity
- Diversity
- Inclusion
- Engagement

**PROUD TO BE™  
FREDIE**

We care  
We are brave  
We grow a  
little every  
day



# Equity, diversity and inclusion

Both Leeds Grammar School and Leeds Girls' High School were built on the principle of providing outstanding educational opportunities to young people regardless of their background. This inclusive approach remains at the heart of the school's ethos today. Pupils come from a wide range of backgrounds and all are valued and respected. As has been the case throughout the school's long history, a diverse school community is united by a common thread: a genuine love of learning.

In 2023 the school was awarded the Investors in Diversity accreditation and is proud to incorporate FREDIE values in all parts of school life. This award is recognised as the national equity standard. In the National Centre for Diversity 2023 awards Top 100 Most Inclusive UK Workplaces, GSAL was placed at number 14 and named School of the Year. Whilst the school was very proud to receive these accolades, it recognises that in an increasingly polarised world, ensuring that everyone in the school community feels heard, valued and respected is vital for creating a cohesive and tolerant school.



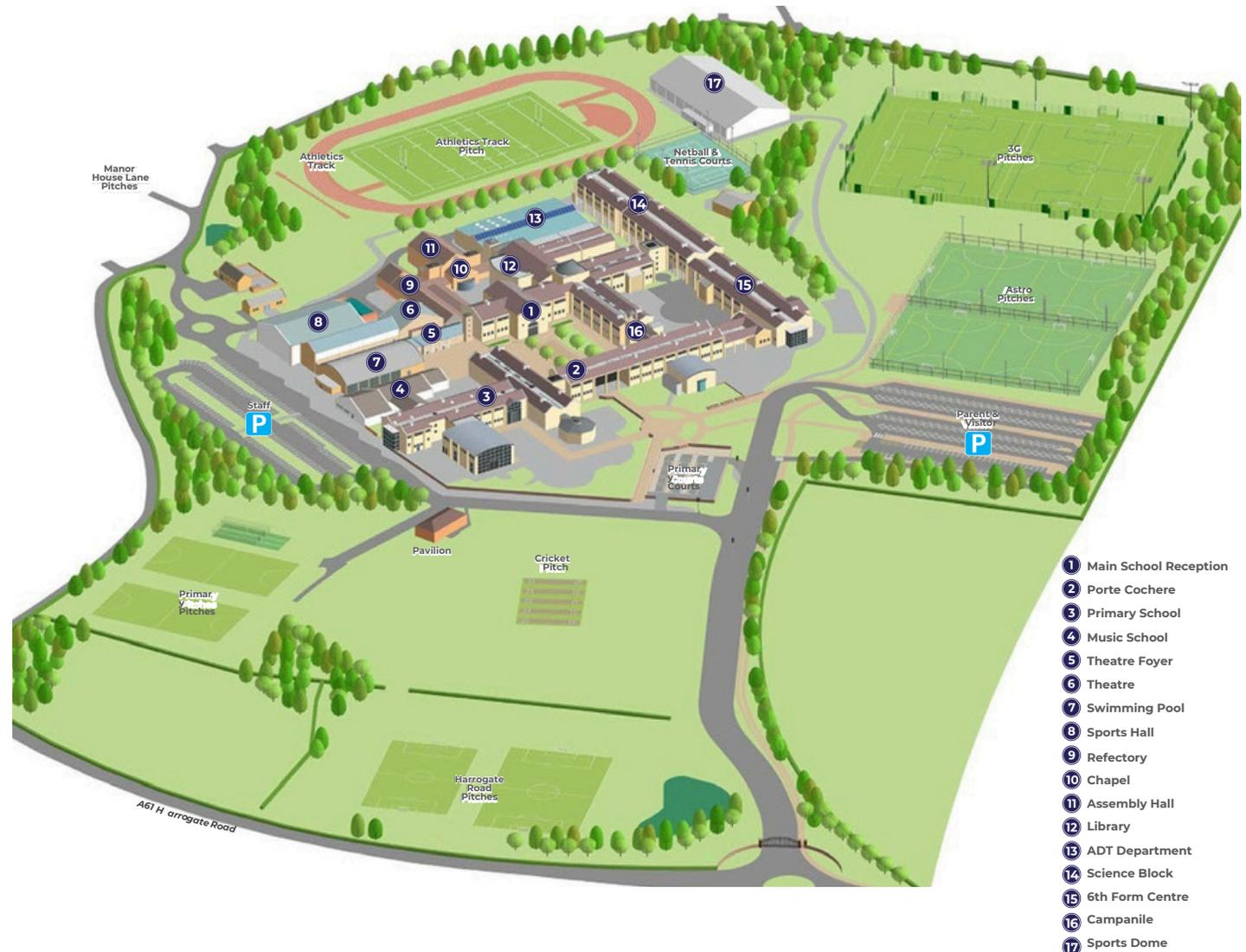
# Our location and facilities

Leeds is a thriving city which has benefited from a period of sustained economic expansion. Vibrant and friendly, with a wide range of cultural, social, sporting and leisure activities, the city has something for everyone. Leeds offers the best of both worlds – all the advantages of a modern city with Yorkshire’s beautiful countryside on the doorstep. In 2022, The Sunday Times named Leeds as one of the best places to live in the UK.

The school occupies a 140 acre campus in north Leeds. The school is easily accessible to families from across Leeds as well as Harrogate, Wetherby, Ilkley and surrounding towns and villages. The school operates a comprehensive bus service which enables over 600 pupils a day to travel to and from school.

The campus has outstanding facilities. The Primary and Senior Schools each have their own well-equipped specialist classrooms, libraries, laboratories, halls, music rooms and indoor sports facilities. The Primary School has its own dining area for the youngest children, while in the Senior School there is a refectory, and each year group has a common room.

Sixth form students have their own café, common room and study areas. Modelled on some of the best university resource centres and libraries, the Lawson library in the Senior School provides an environment and range of study facilities befitting a 21st century campus, enhancing the learning experiences of pupils. In addition, a state-of-the-art swimming pool, track and field facilities, all weather pitches, 3G pitch and sports dome provide unrivalled opportunities for physical education.





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