



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Head of Spanish

Required from September 2026



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, consisting of a stylized 'W' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

Head of Spanish

Required from September 2026

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

We are looking to appoint an enthusiastic, dynamic and motivated Teacher of Spanish to lead our successful and vibrant department. We welcome applications from experienced teachers.

The ability to offer French as a second language would be an advantage, but it is not essential.

Main Duties

Spanish is taught throughout the Senior School and continues to deliver strong academic outcomes. The primary responsibility of the new Head of Spanish will be to sustain and further enhance these high standards across all year groups. Beyond teaching, the successful candidate will play a full and active role in the work of both the Spanish Department and the wider Modern Foreign Languages Faculty. The Department runs an extensive programme of cultural enrichment, including visits to academic conferences, masterclasses for Prep School pupils, cultural days, activities, and poetry and

translation competitions. Regular trips to Spain further enrich pupils' linguistic and cultural experience. All members of the Department contribute to year-group responsibilities and the ongoing updating of shared resources.

The Department currently comprises three full-time teachers of Spanish, a Spanish Language Assistant, and three colleagues who teach both French and Spanish. Spanish in Years 7–9 follows Viva Segunda Edición, and Viva GCSE (Edexcel) is used in Years 10–11. The Department makes extensive use of the ActiveLearn platform alongside other digital tools such as Quizlet and Blooket. Pupils in Year 11 are entered for the Pearson Edexcel GCSE. In the Sixth Form, one group is currently offered in each of the Lower and Upper Sixth, both following the Edexcel A Level specification. The A Level course is structured thematically and places strong emphasis on grammar and cultural understanding. Students study film and literature such as Pedro Almodóvar's *Volver* and Gabriel García Márquez's *Crónica de una muerte anunciada*. Most Spanish teaching takes place in the Castle, with some lessons delivered in the Queen Katharine Building. We have a dedicated space where students meet individually with the language assistant. This area is equipped with a wide range of texts and resources designed to encourage students to extend their reading and deepen their understanding. All teaching rooms are networked and equipped with projectors, and staff and pupils make widespread use of 1:1 devices and associated apps.

There is a competitive salary scale and the successful applicant would be placed at the appropriate point on this scale, with reference to his/her experience and qualifications.

Accommodation may be available for the successful candidate, should it be required.

Duties and Responsibilities

Departmental Leadership of Teaching and Learning

- Ensure the highest standards of teaching and learning are maintained across the department
- Be responsible for the attainment and progress of all pupils in the department including, but limited to, those on the Academic Support register, those Most Able and those for whom English is a foreign language
- Lead on innovation and development to ensure that the pupil experience is challenging and varied
- Review and develop schemes of work as appropriate
- Follow school policy on quality assurance including lessons observations and marking audits
- Ensure that departmental policies are student focused and support the development of every pupil
- Use data to track, review and evaluate pupil outcomes and inform future decisions
- Provide opportunities for pupil voice
- Provide opportunities to share good practice
- Provide opportunities for pupil enrichment including trips and speakers
- In consultation with the department, write and implement a Departmental Development Plan
- Ensure the effective deployment of staff and resources
- Support school strategy in this area

People

- Uphold the responsibilities of the school's Professional Development and Review process (PDR)
- Support the professional development of colleagues
- Work with other functions of the school as appropriate including Academic Support and the Bursary
- Be responsible for the induction of new colleagues

The Head of Department is also responsible for:

- Compiling a department budget
- Liaising with the Deputy Head Academic over timetabling
- Overseeing departmental resources and rooms, ensuring good quality learning environments
- Supporting pupils in making GCSE, A-level and higher education choices
- Liaising with the Exam Office over internal and external exam arrangements
- Maintaining a Departmental Handbook including relevant policies

No list of responsibilities can really encompass all that is asked of the Head of Department; at the heart of their task is an active enthusiasm for the subject, along with energy and commitment – a commitment to helping Kimbolton pupils achieve success at all levels.

All members of staff are expected to play a full role in the life of the School outside the classroom, which includes a commitment to the extra-curricular sphere both after school and on selected Saturdays.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• A good University degree in Spanish (or majority Spanish MFL Degree)• A PGCE with Qualified Teacher status (or equivalent).	<ul style="list-style-type: none">• Evidence of further relevant professional development in teaching, learning and management.
Skills and Experience	<ul style="list-style-type: none">• Proven GCSE experience and good results record.• Track record as an excellent classroom teacher with a passion for the subject.• Excellent subject knowledge.• Evidence of initiative in improving performance.	<ul style="list-style-type: none">• Ability to deliver another language to KS3 level.• Track record as an excellent classroom teacher with a passion for the subject.• Ability to use and manage data in performance analysis and target setting.
Personal Qualities	<ul style="list-style-type: none">• Enthusiasm about subject and for working with young people.• Strong communication skills.• Sound judgement and decision making.	

	<ul style="list-style-type: none"> • Commitment to the use and development of technology. • Organised, punctual and efficient in organising their workload and managing their time effectively. • A willingness to play a full part in the extra-curricular life of the School. • A sense of humour and perspective on life. • A team player. 	
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Terms and Conditions

Reporting to:	Deputy Head Academic
Accountable to:	Headmaster
Hours of Work:	Full Time
Remuneration:	Dependent upon qualifications, skills, and experience
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
Additional benefits:	Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page .
Referees:	The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **10 March 2026 at 9am..** Any late submissions will not be accepted.

Interviews will take place **17th March 2026**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies