

# St Helen's School

Teacher of Spanish (Maternity Cover)

Start Date: April 2026



A photograph of St Helen's School. The building is a two-story structure with a brick base and a wooden upper section. A large glass window is visible on the left side. A sign on the right side of the building reads "St Helen's School". In the foreground, several students wearing green blazers and white shirts are walking on a grassy lawn. The sky is overcast.

Thank you for your considering St Helen's School in the next step of your career. We're excited to share this role with you.

# WELCOME TO ST HELEN'S

St Helen's School is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are exceptionally proud of our 2025 results where 85% of A Level students obtained A\*-B grades and 80% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward  
Head



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# THE SCHOOL

St Helen's is an academically selective independent girls' day school for over 1100 students aged 3-18, set in beautiful green space in Northwood, London.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

## **Our aims are:**

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.





St Helen's School



# **The Modern Foreign Languages Department**

The Modern Languages Faculty has a combination of both full and part-time teachers, as well as French, German, Mandarin, and Spanish Assistants. The general policy is to follow National Curriculum plus - that is, the broad outlines of the National Curriculum are followed, but the aim is to go beyond its confines whenever possible. Academic standards are high, results are excellent, and we have a proud record of preparing students to study Modern Foreign Languages at some of the UK's leading universities.

Colleagues use a broad range of methodologies, with emphasis on target language use. A shared approach to ideas and resources is encouraged within Departments and across the faculty. Members of the Modern Languages Faculty make good use of a range of digital media.

Each student in Key Stage 3 at St Helen's selects two languages from French, German, Spanish and Mandarin, and studies these languages until the end of Year 9. Students are asked to choose at least one Modern Foreign or Classical Language at GCSE (many select two or even three), and a number of students go on to take at least one language at A Level. Prep School pupils are introduced to French from Year 1; they are taught by a subject specialist who is a member of the Prep School staff.

St Helen's has links with schools across the world. Regular exchange programmes take place with schools in Spain and Germany. Other cultural trips are offered, including short trips to the continent, which may be cross-curricular.

The role will report to: Head of Modern Foreign Languages.



# **The Post - Teacher of Spanish (Maternity Cover)**

## **Core Information**

### **Contract Type:**

- This is a part-time fixed-term position to cover a period of maternity leave, running from April 2026 to April 2027, working 0.5 of a full-time teacher timetable.

### **Working Hours:**

- Core school hours are 8:00am - 4:30pm Monday to Friday during St Helen's School Term Time.

### **Salary:**

- Competitive, depending on experience.

## **Benefits**

- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff).
- A strong culture of professional development.
- Access to the School's swimming pool and fitness suite.
- Free on-site parking and excellent public transport links.
- Electrical Vehicle Charging Scheme.
- Free lunch and refreshments (term-time).
- Generous occupational sick pay.
- High Street Discounts.
- EAP with 24/7 GP access.
- A beautiful working environment – the school is set in a conservation site in excess of 21 acres.



# Key Responsibilities

## Main Objectives:

All teachers are expected to ensure the highest standards of teaching and learning by:

- Preparing and delivering challenging and differentiated lessons.
- Setting homework in accordance with the school's homework policy.
- Marking work in accordance with the school's marking policy.
- Using all available data and information to ensure that each student is provided with an appropriate programme of study.
- Having a good understanding of the schemes of work they are following.
- and how these fit into the overall scheme of work for the subject they are teaching.
- Keeping up to date with developments in the teaching of their subject.
- Take a full and active role in the School's Co-Curricular programme.

## Other Responsibilities:

- Carry out such duties as may reasonably be required by the Head of Department.
- Support and promote the school's ethos, aims and objectives.
- Work towards and support the school vision and the current school objectives outlined in the School Strategic Plan.
- Promote and safeguard the welfare of pupils and adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy.
- Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- Promote equality of opportunity for all students and staff.
- Help sustain a school culture and curriculum which promotes an ethical education for all including promoting positive strategies for challenging discrimination of any kind.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the performance review process.
- Undertake other reasonable duties related to the job purpose required from time to time.



# The Person

## Essential:

- Minimum of 2:1 qualification in a relevant degree subject.
- A teaching qualification such as PGCE (or equivalent) and QTS.
- A love of teaching and learning and a commitment to further professional development.
- Be able to work well with others and develop the curriculum through collaborative planning.
- Excellent classroom practice with experience of teaching Spanish across the Secondary age range including KS5.
- Detailed understanding of current developments in the secondary curriculum and assessment.
- Be able to lead learning in their classroom, develop each child and demonstrable passion for the subject.

## Highly Desirable:

- Evidence of further professional development.
- Knowledge and experience of how technology can be used to support learning.

# Application Process

Closing date: Midnight on Sunday 25 January 2025.

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.



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Shortlisted candidates will be invited to the school where they will be interviewed by the Head of Modern Foreign Languages, and other members of SLT where appropriate. They will be asked to teach and observed lesson, and may take a tour of the School and meet other members of the Department and wider Faculty.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2025 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at [recruitment@sthelens.london](mailto:recruitment@sthelens.london), we look forward to hearing from you!



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