

PINNER HIGH SCHOOL



HEAD OF SPANISH CANDIDATE INFORMATION PACK

Inspiring Learning



Letter from the Headteacher

Dear Applicant

Thank you for considering the opportunity to join the exceptional team at Pinner High School. As Headteacher, it is my privilege to lead a school where ambition, opportunity, and success converge in a vibrant and inclusive community. Guided by our motto, '**Inspiring Learning**,' we are committed to equipping our students with the knowledge, skills, and experiences they need to reach their full potential and excel in a rapidly evolving world.

As a prospective member of staff, you will become part of a talented and dedicated team of professionals united by a shared passion for educational excellence. At Pinner High School, we place a strong emphasis on staff well-being and professional growth, fostering a culture where every individual feels valued, supported, and empowered to succeed. With personalised professional development opportunities, a collaborative ethos, and encouragement for innovation in teaching practices, we aim to support you in thriving both personally and professionally.

We are proud to be a relatively small, community-oriented school that cultivates close relationships within our team and with the families we serve. At Pinner High School, we care deeply about our staff, treating everyone with respect, kindness, and professionalism. Our goal is to create an environment where you can enjoy your work, build lasting friendships with colleagues, and embrace a "work smarter, not harder" approach to ensure a sustainable and fulfilling career.

Lifelong learning is central to our ethos—not only for our students but also for every member of our team. We believe in continually refining skills, developing leadership potential, and finding joy in the most rewarding aspects of education. Whether through the relationships we build, the trips we lead, or the successes we celebrate, these moments define the meaningful and enjoyable experience of working at Pinner High School.

If you would like to join our school please complete your application via mynewterm.com

Further information can be found via our website www.pinnerhighschool.org.

We look forward to working with you

Mr Raj Patel

Head of Spanish

Reports to:	Appropriate Senior Leader
Start date:	Immediate or April 2026
Salary/TLR	MPS and UPS plus TLR2
Contract:	Permanent; Full Time

We encourage you to read our website carefully and familiarise yourself with our prospectus and this candidate information pack.

Since opening in 2016, Pinner High School has grown into a thriving community, with 900 students in Years 7 to 11 and a flourishing Sixth Form. Graded 'Outstanding' by Ofsted, we are proud of our consistently high academic standards, reflected in excellent exam results year after year.

However, at Pinner High School, success extends far beyond academics. We are dedicated to developing well-rounded, compassionate, and critical thinkers who engage with the world with curiosity and confidence. We actively encourage our students to ask questions, explore ideas, and challenge perspectives—practices that deepen their understanding, spark creativity, and ignite a lifelong love of learning.

Our core values—kindness, respect, integrity, and perseverance—are woven into every aspect of school life. These values guide our decisions, shape our relationships, and create a supportive and inclusive culture where students, staff, and the wider community feel valued. By blending academic excellence with character development, we empower our students to thrive as thoughtful, resilient, and engaged individuals, ready to make a positive impact on the world.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

The Harrow Academies Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the trust, ensuring our staff body reflects the diversity of our students and local community

INTRODUCTION

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and well-being. All colleagues play a key part in this provision by a commitment

to the school's ethos, by working effectively in administrative teams for the benefit of our students. In this way, s/he assists the school in reaching its targets and objectives.

JOB DESCRIPTION

It is the role of the Head of Spanish to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all groups of students, and the promotion of students' personal development and well-being. The Head of Spanish must provide leadership and direction for the department and ensure that it is managed and organised to meet school and team aims and objectives. The Head of Spanish plays a key role in supporting, guiding and motivating teachers of the subject. They will evaluate the effectiveness of teaching and learning across the curriculum, progress towards targets for students and to inform future priorities. The policy and practice of monitoring within a department provides the information for evaluation and action. The Head of Spanish identifies needs of students and recognises that these needs must be considered in relation to the overall needs of the school. It is also important that the Head of Spanish has an understanding of how their interventions contribute to whole school improvement and to the overall education and achievement of all students.

Throughout their work the Head of Spanish ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in the school. This makes a significant contribution to whole school improvement.

CORE PURPOSE

To lead, manage, develop and be accountable for the delivery of the curriculum across all key stages in order to ensure the highest possible standards of pupil achievement, personal development and well-being, and bring life to the school motto of 'Inspiring Learning'.

KEY RESPONSIBILITIES

The post holder will be responsible for department Subject Teachers and will contribute to whole school improvement responsible for the following, with reference to the national framework for middle leaders:

- The strategic direction and development of innovative and inclusive learning;
- Appropriate curriculum and pathways;
- Leading and managing staff;
- Student progress and standards of achievement;
- Contribution to whole school improvement;

- The efficient and effective deployment of staff and resources.
- To support the Head of Department and to deputise when and where appropriate.

The strategic direction and development of the subject:

- To ensure that the department team culture, policies and practices follow and contribute to those of the school;
- To contribute to a whole-school culture and climate which:
- enable staff to develop and maintain positive attitudes towards the individual educational needs of all students;
- to encourage students to make a positive contribution to school life and to have their voice heard.
- To set expectations and goals for colleagues and students in relation to standards of achievement and behaviour;
- To lead and organise assemblies to promote these aspirations;
- To contribute to whole school planning, review, monitoring and evaluation;
- To prepare a faculty improvement plan which contributes to the achievement of the School Improvement Plan and gains the commitment of all staff;
- To monitor, evaluate, review standards of leadership, teaching and learning, and student achievement against school, local, and national standards, including by lesson observation, sampling work, checking diaries/link books, collating, interpreting data and report annually on the above;
- To keep up to date with national developments in pastoral care, personal development, progress tracking, teaching practice and methodology.

Teaching and learning:

- To lead the team in the creation, consistent implementation, and improvement of course/schemes of work which meet school and national requirements and are accessible to and provide suitable challenges for all students including key skills;
- To lead the development and implementation of effective teaching and learning strategies including ICT based developments;
- To lead the development and implementation of effective departmental assessment policies in evaluating the quality of teaching, the standards of student achievement, setting goals for improvement and assist with the monitoring of homework set;
- To closely track and monitor the progress of all groups of students analyzing any summative outcomes and providing a summary report termly.

- To promote and support extra-curricular activities which enrich and support the learning and experience of all students, and increases their participation in school life.
- To be responsible for promoting and safeguarding the welfare of all students;
- To prioritise student wellbeing working collaboratively with all stakeholders;
- To be committed to and to promote the school's vision, aims, objectives and values.

Leading and Managing Staff

- To build a team in which good practice is shared, and meeting time is used effectively to raise achievement and support students' personal development and well-being;
- To support/challenge and professionally develop staff so that they are effective in their role(s) as teachers and form tutors. The above to include participating in and leading the school's programmes of staff training and development;
- To communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented;
- To ensure that staff understand and effectively implement school policies;
- To contribute to whole school improvement by playing a key role in SIGs and delivery of whole school/team CPD.

Student progress and standards of achievement:

- To implement the school's policy and practice for the tracking of student progress;
- To monitor appropriately challenging targets set for students, and to manage intervention to maximise progress;
- To take the lead on sharing best practise, differentiating resources and having an overview of progress through outstanding tracking and monitoring;
- To promote, manage, and be responsible for high standards of student behaviour, attendance, punctuality and dress;
- To implement creatively the school's systems for rewarding good student performance and to ensure all staff use them effectively;
- To establish a positive partnership with parents/carers; to involve them in their child's learning and progress; to arrange consultations during afternoons and evenings.

The effective and efficient deployment of staff and resources:

- To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down;
- To assist in the recruitment of staff;
- To advise on the effective deployment of staff and ensure that there are appropriate arrangements in their absence;
- To analyse the impact of interventions and be able to deploy staff and resources for greater impact.
- To provide a stimulating environment that promotes interest and learning.

Other specific duties:

- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school;
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To carry out systematic observations and feedback.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.
- To assist in the implementation of School Policies and Procedures, for example Health and Safety, etc.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Head of Department to maintain accreditation with the relevant examination and validating bodies.
- To liaise with partner schools, higher education, industry, Examination boards, Awarding bodies and other relevant external bodies.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Should be trained and experienced in implementing and overseeing radioactive sources.

REASONS TO WORK AT PINNER HIGH SCHOOL

- A friendly, respectful and collaborative environment
- The opportunity to work with a number of skilled professionals

- The opportunity to contribute to extra-curricular activities as part of the 'Heads Challenge' scheme; our own Duke of Edinburgh style award
- The opportunity to work with independent, resilient pupils who take pride in their community and themselves
- Excellent CPD opportunities and access to training, including schools within the Trust across the Borough
- A collaborative approach to building a new school community
- Opportunities to access and experience senior leadership positions

BENEFITS

- Continuous professional development
- Employee Assistance Programme
- Contributory pension scheme
- Paid lunch break duty with free lunch whilst on duty
- Free tea and coffee
- Onsite parking
- Gym access
- Brand new facilities
- Free eye care voucher
- Salary sacrifice scheme for Cycle to work
- Three weeks Christmas break in December

SAFEGUARDING & DATA PROTECTION

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

Offers of employment

Pinner High School reserves the right to assess candidates online social media presence.

Offers will be subject to receipt of two references (one of which should be the most recent employer).

For more information about our safeguarding policies, please visit our school website:

<http://www.pinnerhighschool.org/page/?title=Safeguarding&pid=44>

APPLICATION PROCESS

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All post holders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

If Pinner High School sounds like it is right for you:

- Visit our school website recruitment page and select apply for the relevant position; you will be redirected to www.mynewterm and invited to create a profile. All applications are via this portal, **CVs are not accepted.**

If you have any questions or queries, please contact careers@pinnerhighschool.org or call 020 3096 0769. *The school reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.*

PERSON SPECIFICATION

Education, Qualifications and Training	Essential	How Identified
Good honours degree in relevant subject	Yes	Application
Qualified Teacher status	Yes	Application
Experience	Essential	How Identified
Experience of curriculum innovation and development.	Yes	Application Interview
Experience and understanding of a range of approaches to teaching and learning and of sustained raising of achievement.	Yes	Application Interview
Experience of developing teaching and learning strategies to meet the needs of all students and their continuous improvement.	Yes	Application Interview
Experienced with concept of independent learning and personalised learning.	Yes	Interview
Experienced in the use of data to monitor and raise achievement.	Yes	Application Interview
A record of outstanding teaching across the age and ability range.	Yes	Application Interview
Knowledge, Skills and Abilities	Essential	How Identified
Demonstrates 'excellence' and uses initiative and creativity to innovate.	Yes	Interview
Demonstrates a clear understanding of school self-evaluation and how this can impact upon raising standards of achievement.	Yes	Reference Interview
Demonstrates outstanding leadership skills.	Yes	Application Interview
Evidence of high level team building and team management skills to lead, motivate and inspire staff and the full range of students.	Yes	Application Interview
Good judgement in decision making, knowing when to delegate and consult senior staff.	Yes	Application Interview
Ability to think and plan strategically to implement a vision.	Yes	Application Interview
Ability to make significant contribution to whole school initiatives and developments	Yes	Reference Interview
Ability to use comparative data to make judgements and decisions.	Yes	Application Interview
Competent in use of ICT to enhance learning, monitor progress and improve administration.	Yes	Application Interview

Personal Qualities	Essential	How Identified
Personal integrity and the ability to inspire it in others.	Yes	Reference Interview
Ability to communicate effectively orally and in writing with students and adults, using negotiation and consultation.	Yes	Reference Interview
Commitment to working practices designed to create equal opportunities for all.	Yes	Interview
Commitment to their own personal development and that of other staff within the department.	Yes	Reference Interview
The commitment necessary to meet tight deadlines.	Yes	Reference Interview