



ST EDMUND'S COLLEGE  
& PREP SCHOOL

# A CAREER AT ST EDMUND'S COLLEGE

Part-time Teacher of Spanish (approx. 0.6)

Required for April or September 2026



**Closing Date for Applications: Midday, Wednesday 25<sup>th</sup> February 2026**

**Interviews to take place: As soon as possible**

Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made.

St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS

Telephone: 01920824335 Email: [hr@stedmundscollege.org](mailto:hr@stedmundscollege.org)

[www.stedmundscollege.org](http://www.stedmundscollege.org)

Education for the whole person: Intellectual, physical, emotional and spiritual





## ST EDMUND'S COLLEGE & PREP SCHOOL

Dear Colleague,

Thank you for expressing an interest in teaching at St Edmund's College.

I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. Founded in 1568, as a seminary, then a boys' school, it is the oldest continuously operating and oldest post-Reformation Catholic school in the country, yet we are a modern, forward-thinking, imaginative and lively school. We are proud of our academic standing, but grades are not our sole focus. At St Edmund's the spiritual, academic, pastoral and co-curricular are of equal value. These four elements combine to create an education that is second to none.

The true measure of our success is found in the qualities of the young people we send out in the world: excellent but never arrogant; ambitious but never selfish; robust but never uncaring and faith-filled but never intolerant.

We remain selective (there are typically about two applicants for every place in Year 7), but selection is based on character and all-round potential as well as academic prowess.

The salary for will be commensurate with the experience of the successful candidate and the seniority of the post.

If you would like to discuss the post informally at any stage, please feel free to get in touch. In the meantime, we very much look forward to receiving your application.

With all best wishes,

Yours faithfully,



Matthew Mostyn,  
Headmaster



## Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: "A successful, flourishing, dependable school with real spiritual heart."

Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, "Love thy neighbour as thy self".
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

The ISI regulatory compliance inspection in November 2019 recorded that all eight parts of the standards were met.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.





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## Our History



Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond.

We are proud of our academic achievements at GCSE and A Level. Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.



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## Five Year Strategic Plan



The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage





## What advantages do our staff enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym.
- For children of staff:
  - Discretionary discount on College Fees, subject to completion of the admissions process.
  - After school club and breakfast club charged at cost.
  - Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- The College has its own pay scale.



A Career at St Edmund's College	
Teacher of Spanish	
Job Description	
Reporting to:	Head of Spanish
Probationary period:	1 Academic year
Summary of the role:	<p>The Governors seek to appoint a Teacher of Spanish who has the skills and imagination required to undertake this important teaching role in our high-achieving school. You are willing to embrace the principles of High-Performance Learning, maintaining high expectations for all pupils.</p> <p>You will be an excellent classroom practitioner and be dedicated to improving standards of provision and enhancing achievement.</p>
Main duties and responsibilities:	<ul style="list-style-type: none"> <li>• Teaching 0.6 of a timetable across the age range from 11-18 as allocated by the Head of Department, following whole school and departmental policies.</li> <li>• Ensuring that you meet the entitlement of all pupils to have access to a rigorous learning experience, which is differentiated to their needs.</li> <li>• Recording and assessing regularly pupils' work, giving supportive, instructive feedback with specific targets for improvement.</li> <li>• Attending Parents' Evenings, INSET and Open Days as appropriate.</li> <li>• Maintaining full regularly entered records of pupil performance and using these records to inform both teaching and feedback for parents.</li> <li>• Using data from the tracking system to monitor and maintain progress, and setting appropriate academic targets.</li> <li>• Writing full academic reports in accordance with College guidelines, displaying an awareness of each pupil as an individual and providing helpful advice for future progress.</li> <li>• Liaising effectively with colleagues within the departments by freely sharing good practice and resources.</li> <li>• Embracing being part of a supportive team through a programme of frequent lesson observation.</li> <li>• Contributing imaginatively and helpfully to departmental discussions on policy and practice.</li> <li>• Contributing to the departmental development of the curriculum and organisation of resources and to the review of whole school policies.</li> <li>• Maintaining standards of pupil behaviour and discipline within the classroom and elsewhere in school.</li> <li>• Helping to maintain the highest possible standards of order, efficiency, stimulation and attractiveness in the learning environment particularly in the classroom.</li> <li>• Being responsible for ensuring that St. Edmund's College Health and Safety policy is implemented in all lessons.</li> <li>• Contributing generously to the co-curricular provision of the languages department.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contributing to the provision of pupil enrichment activities within the College.</li> <li>• To embrace the High Performance Learning (HPL) philosophy and framework and apply it to all aspects of College life.</li> </ul>
Safeguarding Responsibilities:	<ul style="list-style-type: none"> <li>• The post will involve close contact with, and a high degree of responsibility for, children and young adults. The majority of this will be regulated activity.</li> <li>• Safeguarding and promoting the welfare of children is everyone's responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT.</li> <li>• Performing the 'Role of Teacher' job description, as set out in the College's Academic Handbook.</li> </ul>
	<p>St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: <a href="mailto:hr@stedmundscollege.org">hr@stedmundscollege.org</a></p>

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.





## A Career at St Edmund's College

### Teacher of Spanish

#### Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications	<ul style="list-style-type: none"> <li>Good (Honours) degree in Spanish.</li> </ul>	<ul style="list-style-type: none"> <li>Post Graduate Qualification in Education or QTS or equivalent.</li> </ul>	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> <li>An excellent classroom teacher.</li> <li>Proven success in present post.</li> <li>Experience of teaching Spanish across the ability and age range in an 11- 18 school.</li> <li>Experience of developing a curriculum that meets the diverse needs of the pupils.</li> <li>Excellent record keeping.</li> <li>A record of sustained outstanding classroom practice.</li> <li>Experience in the use of assessments and tracking to raise achievement.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to teach French or another subject offered in the College.</li> </ul>	Contents of the application form Interview Professional references

Skills & Knowledge	<ul style="list-style-type: none"> <li>• Ability to teach Spanish to A Level.</li> <li>• Excellent subject expertise.</li> <li>• A positive and dynamic approach to teaching and learning, including ICT.</li> <li>• A commitment to equality of opportunity for all.</li> <li>• An ability to work as a member of a team and to use your initiative.</li> <li>• Displays commitment to the protection and safeguarding of children and young people.</li> <li>• Values and respects the views and needs of children and young people.</li> <li>• Respects and values the different experiences, ideas and backgrounds others can bring.</li> <li>• Resilient and demonstrates ability to work well under pressure.</li> <li>• Hardworking and enthusiastic.</li> <li>• Is willing to work within organisational procedures, processes to meet required standards for the role.</li> <li>• A commitment to continual personal and professional development.</li> <li>• Is reflective and learns from past experiences.</li> </ul>		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<b>Personal competencies qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• Displays emotional resilience in working with challenging behaviours.</li> <li>• Has a positive attitude to use of authority and maintaining discipline.</li> <li>• Is fully committed to the department and its development and willing to contribute to the College development plans.</li> <li>• Responsible, honest and reliable.</li> <li>• Personable, willing and helpful.</li> <li>• Independently strong and confident, as well as being a team player.</li> <li>• Is able to work calmly under pressure with a professional disposition.</li> <li>• Is willing to communicate and resolve difficulties at the earliest opportunity.</li> <li>• Pragmatic and adaptable.</li> <li>• Excellent time management skills and ability to prioritise.</li> <li>• motivation to work with children and young people.</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Produce, maintain and share high quality learning materials and resources, which are aligned with the HPL philosophy and framework.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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