



Marymount

INTERNATIONAL SCHOOL LONDON

Candidate Information Pack



**Part Time Teacher of Spanish Literature
and
Spanish Language Acquisition (0.8FTE)**

(with possibility to be Chair of Department.

This role would then be Full Time)



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About the School

Marymount International School, London is an independent, Catholic, day and boarding school for girls ages 11-18. We welcome bright, curious and motivated students from many different cultures and backgrounds, and we are proud to be the first all-girls' school in the UK to offer the International Baccalaureate programme, positioning ourselves as a leading school that consistently achieves excellent results.

At Marymount students learn in a supportive and inclusive environment, where they are encouraged to grow with confidence – academically, personally and socially. Our seven-acre campus, just twelve miles from central London, offers a peaceful and inspiring place for both students and staff to learn, teach, and collaborate.

We value who our students are just as much as what they study. Whether exploring ideas in our STEAM Hub, debating in class, performing on stage, or learning a new language, our students are encouraged to develop curiosity, creativity, critical thinking and teamwork. With over 40 nationalities represented, Marymount is an internationally-minded community, where different perspectives are welcomed and celebrated.

As part of a global network of 21 RSHM schools, we benefit from shared projects, exchanges and festivals, which further daily life at Marymount.

Our holistic approach to education helps student to thrive in every area of school life and prepares them for success beyond Marymount. Our graduates go on to excellent universities around the world, as global citizens prepared to contribute positively and make a difference in the world.





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The Role(s)

Teacher of Spanish Literature and Spanish Language Acquisition (0.8FTE) will work collaboratively within the World Languages department to develop and deliver both the IB MYP and IB Diploma Spanish Literature and Spanish Language Acquisition programmes to students in Grades 6 to 11 (Years 7 to 12).

The successful candidate will join a dynamic and well-established department within the School's academic programme. You will have responsibility for developing and teaching curricula that will enable students to deepen their knowledge, understanding and love for Spanish language, literature and culture, to develop skills of analysis and evaluation, and the ability to discuss ideas critically and meaningfully with peers.

Experience of teaching in an IB school is preferable.

Head /Chair of Department

We also have a vacancy for **Head of Department**, the nomenclature used in Marymount is Chair of Department. Please indicate on your application form if you would also like to be considered for this position, and include evidence of your skills and experience in your statement of support. If you are successful in both the Part Time Teacher of Spanish Literature and Spanish Language Acquisition and the Chair of Department roles, this would constitute a full time role.

Head/ Chair of Department responsibilities

To provide professional and pedagogical leadership within the World Languages Department, promoting the mission of the School and the aims and objectives of the Department. The Chair will be responsible for the ongoing development of the department and is thoroughly knowledgeable of their subject area(s) and of current research and IB pedagogical practice. The Chair will oversee the content, co-ordination and delivery of the curriculum in light of IB DP and MYP objectives through regular analysis of IB Exam results, be responsible for quality assurance and building a sense of departmental identity and team.

Main Duties and Responsibilities

Professional Leadership & Culture

- To set, model and uphold a professional tone within the department through exemplary conduct, communication and leadership, ensuring consistent standards of professionalism in all interactions with colleagues, students and parents
- To provide clear professional and pedagogical leadership within the department, modelling the School's values and expectations at all times.
- To set, maintain and uphold high standards of professional conduct, relationships and practice across the department.
- To foster a collaborative, supportive and accountable departmental culture focused on continuous improvement.



Curriculum and Teaching & Learning

- To lead the development, delivery and ongoing review of the department's curriculum, ensuring coherence, progression and alignment with whole-school priorities and the IB
- To promote and secure consistently high standards of teaching, learning and assessment through monitoring, evaluation and support.
- To encourage reflective practice, innovation and the effective use of evidence-based pedagogy.

Quality Assurance and Standards

- To monitor and evaluate departmental performance through analysis of student outcomes, lesson observations, work scrutiny and learning walks.
- To use assessment and performance data to inform departmental planning and improvement strategies.
- To contribute actively to the School's self-evaluation processes, inspections and accreditations such as IB, CIS, ISI and Catholic School Inspection.

People Management and Development

- To line-manage departmental colleagues in accordance with school policy, including professional review, target-setting and support.
- To identify professional development needs and support colleagues' ongoing growth and effectiveness.
- To empower colleagues by delegating appropriately and building leadership capacity within the department.

Communication and Collaboration

- To ensure clear, consistent and professional communication with colleagues, students and parents.
- To lead effective departmental meetings with a clear focus on teaching, learning and improvement.
- To work collaboratively with other Middle Leaders and Senior Leaders to support whole-school initiatives.

Organisation and Accountability

- To contribute to departmental development planning in line with the School's Strategic Plan.
- To manage departmental resources and budgets effectively, where applicable.
- To ensure departmental policies and procedures are implemented consistently and reviewed regularly.

Pastoral and Safeguarding Responsibility

- To uphold and promote the School's safeguarding, wellbeing and pastoral expectations within the department.
- To support a positive learning environment where students feel safe, supported and challenged to achieve their best.

Teaching

- To lead the development and delivery of the World Languages curricula to students in Grades 6 to 12 (Years 7 to 13).
- To work collaboratively with other Chairs of Department and Faculty to identify and support interdisciplinary links with other subjects.



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- To set and maintain high standards of learning, teaching, assessment and curriculum development through classroom observation and appraisal protocols.
- To understand and embed IB Approaches to Learning in all aspects of the World Languages curricula.
- To differentiate learning materials and activities to meet students' diverse learning needs and styles.
- To create a stimulating learning environment that engages students in reflecting on how, what and why they are learning.
- To integrate technology effectively into all aspects of teaching and learning.
- To be open to learning new skills and techniques that enhance the World Languages curricula.
- To promote, model and teach the attributes of the IB Learner Profile.

Assessment

- Complete regular quality assurance checks, including review of curriculum documentation, assessment quality, marking and feedback, reports, and learning walks and observations.

Professional Development

- To participate in ongoing subject-specific professional development to keep abreast of developments within World Languages teaching and deepen pedagogical knowledge.

Teacher of Spanish & General Teacher responsibilities

To work collaboratively within the World Languages department to develop and deliver the IB MYP and IB Diploma Literature and Language Acquisition curricula to students in Grades 6 to 11 (Years 7 to 12).

Main Duties and Responsibilities

Academic & Professional

- Support the Chair of Department with displays, Open Day presentations and subject/ whole-school activities.
- Contribute to an integrated curriculum and engage in ongoing professional development.
- Be available to students, colleagues and administration throughout the school day.
- Uphold safeguarding responsibilities and promote student welfare.
- Embed IB Approaches to Learning across the curriculum.
- Collaborate to develop interdisciplinary links with other subject areas.
- Address diversity, multiple perspectives and varying language needs.
- Assess, record and report on student progress and attainment.
- Learn new skills and techniques that support curriculum enhancement.
- Prepare assessments, reports and references according to school requirements.
- Participate in annual performance reviews and conduct reviews for team members.
- Engage in ongoing subject-specific professional development.
- Contribute to planning and development of courses, teaching materials, programmes and pastoral arrangements.



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- Maintain good order and discipline, ensuring health and safety on and off site.
- Participate in staff meetings as required.

Teaching

- Deliver the IB MYP and Diploma Language Acquisition curricula for Grades 6–11.
- Plan and prepare stimulating learning environments aligned with the IB Learner Profile.
- Teach and promote Spanish language and culture using student-centred approaches, resources and technology.
- Teach and tutor students according to their educational needs, including marking work.
- Differentiate instruction to address diverse learning needs and styles.
- Provide oral and written assessments and reports as required.

Pastoral

- Promote the general progress and wellbeing of students.
- Provide guidance and advice on educational and social matters; maintain relevant records.
- Maintain discipline, safeguarding students' health and safety in all school settings.
- Assist students in the completion of cover work.

Extra-Curricular

- Support World Languages extra-curricular life through weekly clubs, activities and trips.
- Supervise and organise extra-curricular activities regularly.
- Contribute to day and overnight school trips and other whole-school activities.
- Supervise, organise and chaperone trips and excursions, including weekends.

General Whole School Engagement

- Contribute to the wider life of the school as a boarding school.
- Communicate and cooperate with parents/guardians and external bodies.
- Participate in meetings relevant to teaching, pastoral care and school operations.
- Work with colleagues to ensure a fully integrated curriculum.

The Person

Education and Qualifications

Essential:

- Degree or equivalent qualification in relevant subject
- Teaching qualification (QTS or equivalent)
- Demonstrate a commitment and enthusiasm for teaching
- Fluent in both verbal and written English
- A commitment to continuing professional development
- **if applying for the role of Chair of Department, Middle Leader experience is considered an important skill for this role*

Desirable:

- International Baccalaureate curriculum experience



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- Knowledge of inquiry-driven and concept-based pedagogical approaches

Knowledge and Skills

- A full knowledge of the subject matter and the latest developments in the area
- Ability to deliver outstanding lessons using a range of teaching strategies and resources
- Convey enthusiasm, energy and passion for the subject to inspire students to develop a love of learning
- Able to use initiative and judgement to identify and adapt content of the lesson, level of depth and teaching method according to the needs of any particular group
- Be able to adapt to the continually changing landscape of learning
- Excellent practitioner and advocate of innovative teaching strategies that develop learning and interest in the subject and instill a passion for the subject

Personal competencies and qualities

- Contribute to a positive Departmental environment
- Effective teamwork and collaboration
- Manage individual, group, and external interactions
- Ability to lead and inspire pupils from all backgrounds
- Strong communication and interpersonal skills, able to build good relationships with parents, pupils and colleagues
- Strong organisational skills
- Excellent ICT skills in Microsoft Office packages
- Excellent standard of written English
- Pro-active, able to make suggestions for improvement and change
- Consistent, resourceful and resilient
- Set high standards both of self and for others
- Empower students in meaningful ways

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- Satisfactory completion of all Safer Recruitment checks including an Enhanced Disclosure from the DBS
- Committed to Marymount as a school with high academic standing, providing a holistic education and outstanding pastoral care
- Committed to the RSHM values
- An understanding and affinity with the School's Catholic ethos
- A genuine commitment to the wellbeing of the students in their care
- Committed to operating as part of the School community with a willingness to give generously of their time and support school events and activities



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How to apply

To apply, candidates should complete the School Application Form (available on our website) together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Mrs Ruth Bowley, Deputy Bursar, at hr@marymountlondon.com Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571, ext. 204.

Closing date for applications: Friday 17 April

Interviews at school: Week beginning 20 April

Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.

Salary: Dependent on skills and experience (please email hr@marymountlondon.com to discuss)

Start date: September 2026 (with staff training days at the end of August)

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to complete an Enhanced DBS check and full safer-recruitment vetting, including references and a social media check.

Marymount International School London is an Equal Opportunities employer and welcomes applications from candidates of all backgrounds. We value the diversity of our community and consider all applicants solely on their ability to fulfil the role.



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Staff Benefits at Marymount

Enrolment
into Pension
Scheme

Free lunch
and
refreshments

Personal
insurance
scheme

Free staff
parking on
campus

School fee
discount &
access to
childcare
vouchers

Ongoing
professional
development

Cycle to
work scheme

Employee
assistance
programme

Use of state-
of-the-art
fitness suite



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