



Every colleague every career



Head of Spanish

Required from April 2027 or September 2027

The College

Ardingly College is an award-winning co-educational day and boarding school offering an outstanding all-through education to over a thousand children in a beautiful 240-acre campus in West Sussex, with excellent transport links locally, to London and across the South-East.

The Prep School has as thriving Nursery and those children, along with those from Reception to Year 3 pupils are all based in the Farmhouse, with Years 4 to 6 on the main school site in School House. The Senior School has around 850 students aged from 11-18, well over 300 of whom are boarders.

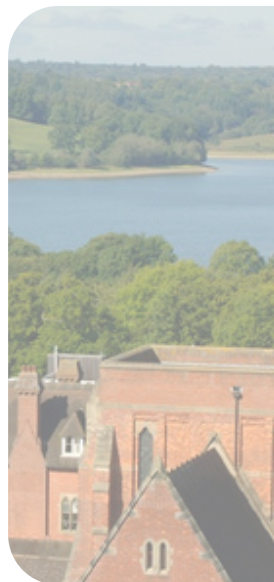
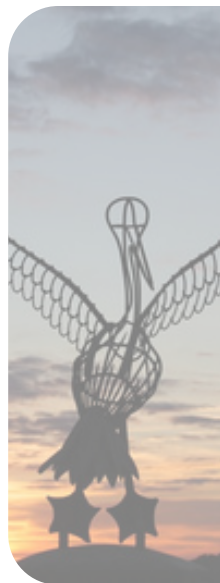
Academic results are high. The College is consistently ranked in the top 10 schools in the UK for the IB Diploma and is regularly in the Top 50 schools in the UK for A Levels. While we are proud of these excellent academic results, however, Ardingly places equal value on ensuring our students are equipped with the mindset, personal qualities and skills they will need to succeed in a rapidly changing world beyond school. This is at the heart of our World Ready approach and our innovative Enterprise & Employability programme recently won two national awards: The Week's 'Best Preparation for Life' award and the Independent School of the Year Award for Student Careers.

The wellbeing and welfare of our students is paramount, with a strong emphasis on pastoral support provided by our House staff, our Mental Health Lead, team of School Counsellors and the medical staff at our 24/7 Health & Wellbeing Centre. Ardingly prides itself on every student being known and valued as an individual and achieves this through small pastoral groups (with a maximum of 10 students in each Tutor Group from Year 9 upwards) and a strong House system, which provides every pupil – whether day or boarding – with their 'home from home' at the College. In recognition of this outstanding pastoral care, during the most recent ISI inspection the College was judged to have a "significant strength" in boarding, which is the highest accolade available under the new Inspection Regime.

The College offers an outstanding range of more than 150 co-curricular activities and has a proud tradition of participation and achievement. In sports, pupils compete successfully at local, regional, and national levels in the main sports of football, hockey, swimming, netball, cricket, and athletics. We are also fortunate to have the adjoining Ardingly Reservoir on our doorstep, which allows us to offer a wide range of water sports. Music, Drama, Dance and Art are particularly strong, with exciting events such as concerts at school and in professional music venues, devised and scripted drama performances and exhibitions both by talented art scholars and give-it-a-go artists among the pupil and staff population.

Partnership is integral to the College ethos. Within school this applies to partnership between teachers and operations staff to maintain excellent standards and quality of provision across the campus. Beyond the school gates, we work with a range of local primary schools, as well as supporting the local community through voluntary action and working with schools abroad in Africa and Asia. The College operates a bursary programme and is proud to partner with the Royal Springboard Foundation to provide transformational bursaries for a number of students.

Ardingly's growing Family of Schools now includes the popular local prep school, Great Walstead, which has long been an important feeder Prep to our senior school, as well as international schools in China and Kazakhstan, with several other overseas schools in the pipeline.



Head of Spanish

Required from April or September 2027

The Role

We are seeking an imaginative and inspirational teacher of Spanish to lead our successful Spanish Department from April or September 2027. The successful candidate will have the ability to teach Spanish to Advanced Level and ideally International Baccalaureate Diploma Programme to a high standard, and lead others in doing so. The role is advertised on a full time basis, though part time could be considered (please include this in your application).

The Department

Language is a key area of the curriculum given the international flavour of the College; Chinese and Russian are taught in addition to the core French, German, Latin, and Spanish. The Languages Department currently has twelve members of staff, 4 of whom are in the Spanish department.

The department has a strong record in teaching Spanish and uptake for A Level or IB Spanish is strong. Enjoyment for the subject is fostered outside of the classroom with a study trip to Madrid or Salamanca as well as a film club, and Spanish theatre performances for younger learners.

The Spanish department follows the Pearson International GCSE specification and AQA for A Level. At IB, we currently teach Language B at HL and SL as well as Ab Initio. The department's results are strong across all courses and in 2026 the results were 70% 9-7 at International GCSE level and 85% 7-6 at IB HL/SL/Ab Initio.



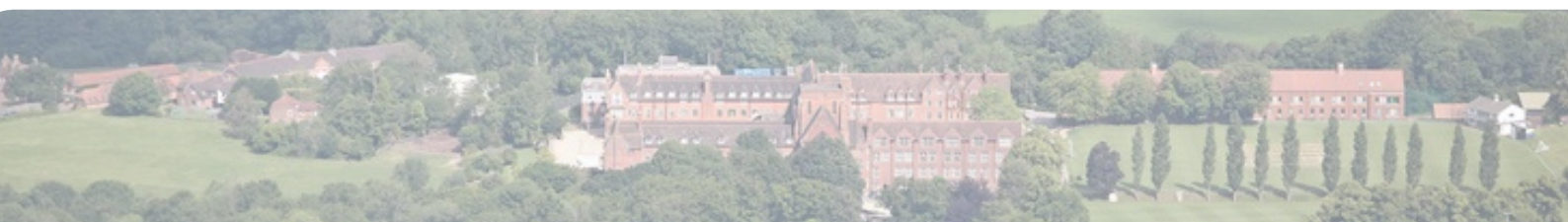
Duties and Responsibilities

Head of Department

The Head of Department, in addition to their teaching commitment, is responsible to the Head of Languages primarily, to the Deputy Head Academic and Senior Deputy Head for the quality of teaching and learning and the academic performance of their subject within the department. Some delegation of this responsibility is, of course, desirable. The Head of Department is expected to oversee the work of these staff and to build up a departmental team through broad consultation and participation. The Head of Department will represent Ardingly College in regional and national forums when appropriate.

The Head of Department will need to:

- Monitor and evaluate the quality of teaching and learning within the Department.
- Be responsible for internal curriculum development and production of schemes of work.
- Organise setting, production and marking of internal exams.
- Have overall responsibility for the allocation of grades and an overview of targets within the department.
- Be responsible for internal administration.
- Administer entries for external exams, including estimated grades in consultation with the Examinations Officer.
- In consultation with the department, choose e-courses, reference books and stationery etc.
- Be responsible for staff development within the Department, organising the supervision of new members during probation, supporting training of staff and conducting weekly departmental meetings.
- Liaise with the Head of Sixth Form and give advice to university applicants concerning the subject and supervise Oxbridge pupils.
- Report on the evaluation and monitoring of teaching and learning within the department and report to the Headmaster and Deputy Head Academic concerning pupils' results.
- In consultation with the Head of Languages and Assistant Head Academic, be responsible for staffing and timetable allocation within the department, including the organisation of sets.
- Representing the Spanish Department at all Open mornings, Pathways evenings and Curriculum Information Evenings.
- Keep abreast of digital learning developments, and teaching and learning pedagogy as it relates to the department.



Person Specification

	Essential	Desirable
Experience and Knowledge	Teaching to IGCSE and A Level.	Ability to teach IB
Qualifications	Good honours degree in Spanish or native speaker. PGCE, QTS or equivalent.	Masters or equivalent
Skills	Ability to lead department developments and an awareness of national changes to the nature of teaching Ability to inspire pupils and staff Ability to design and deliver high quality and innovative lessons Excellent organisational and communication skills	
Personal and Professional	Ability to manage and monitor staff. Willingness to contribute to the wider life of a busy school. Ability to inspire and motivate others and to relate well to students in Years 7-13 Ability to prioritise effectively and meet deadlines.	



Remuneration and Benefits

Ardingly College looks after the welfare and professional development of all staff and enables them to live and work with a strong sense of purpose and satisfaction. The College provides a collegiate, supportive and stimulating environment in which to work. A generous remission for staff children is available at the College.

Remuneration is pensionable. From January 2021 the College offered all teachers the Aviva Pension Trust for Independent Schools (APTIS) which provides the teacher with flexibility between salary and pension contributions and includes Death in Service cover of 3 times salary. Further details regarding our generous employer contribution rate towards the private teachers' pension scheme are available upon request. We also offer discounted private health care and access to a Health Cash Plan Scheme giving financial support towards the costs of optical, dental and medical costs.

During term-time, all staff are provided with hot or cold lunch from the staff dining room, or a grab-and-go option. Staff also have access to a range of additional benefits such as gym membership, staff swimming, other sports and wellbeing activities and various social events.

The total remuneration offered represents a salary, pension & benefits package that reflects the substantial contribution made by teaching staff towards the success of the College.

Application Process

Applications should be made via our on-line recruitment system at www.ardingly.com/staff-recruitment/vacancies and should include a covering letter or personal statement outlining the applicant's suitability for the role and the names, addresses and telephone numbers of two referees, one of whom must be the applicant's current Head.

Ardingly College is committed to ensuring the welfare of our students and appropriate checks will be made before the appointment is finalised.

The closing date for applications is **Monday 2nd November (11am)** although applications may be considered upon receipt. Interviews are expected to take place **Monday 9th November 2026**.

