



**North East
Learning Trust**

**Head of Modern Foreign Languages
Hermitage Academy**
Applicant information pack

Head of Modern Foreign Languages

Required September 2020

**Grade: Main Pay / Upper Pay Scale
Plus TLR 2.7 £6,697 (per annum FTE)
Permanent / Full Time**

The North East Learning Trust are seeking to appoint an inspiring and highly motivated Head of Modern Foreign Languages. This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that is undergoing real change.

Hermitage Academy is a mixed 11-16 comprehensive school and sixth form with over 1000 students from Chester-le-Street and the surrounding areas.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experiences excellence every day.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence.

We are committed to:

- the pursuit of excellence in all that we do;
- a broad education designed to enable every young person to achieve their full potential and make the most of their talents;
- a calm, purposeful atmosphere where young people are cared for and able to learn with confidence;
- a healthy, happy, disciplined and supportive environment which promotes an independent work ethic and a love of learning;
- engendering respect for individuality and difference so that all will feel secure and equally valued;
- a nurturing sense of social responsibility, spiritual and personal development;
- fostering integrity, confidence, resilience, creativity, good manners and sensitivity to the needs of others.

The successful candidate will:

- relevant training and experience of successful teaching and learning
- high expectations and standards in achievement and behaviour
- a firm belief and strong commitment to inclusive education
- a clear understanding of how children are motivated and learn effectively
- a creative approach to encourage children to take ownership of their own learning
- energy, commitment, enthusiasm and initiative
- the ability to work collaboratively and flexibly as part of a highly skilled team
- the ability to deliver outstanding teaching

Deadline:

Closing Date: Monday 8th February 2021 (17.00 hours)

Interviews are aiming to take place Wednesday 24th February and Friday 26th February 2021.

How to apply:

Please could you complete and return the Application Form together with a supporting letter to school by Monday 8th February 2021 (5.00pm). The letter should outline the reasons why you wish to work at the North East Learning Trust, what you would bring to the post, and the experience and attributes that have prepared you to take on the role.

Application forms should be completed and returned with a supporting letter to samantha.lish@hermitageacademy.co.uk or by post to Samantha Lish, Hermitage Academy, Waldrige Lane, Chester-le-Street, DH2 3AD

Job description

Post title: Head of Modern Foreign Languages

Responsible to: Head Teacher / Senior Leadership Team

Responsible for: Leading the MFL Department

Salary Band: Main Pay Scale / Upper Pay Scale + TLR

Job Purpose:

To lead the MFL Department in the pursuit of excellence.

You will be required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.

You will be required to teach Modern Foreign Languages to students across the age and ability range.

You will be a committed and enthusiastic member of staff, developing positive working relationships with students, teaching staff, other professionals and parents/carers.

Duties and Responsibilities:

Operational/Strategic Planning

- To report regularly to Senior Leadership on the progress of individual students
- To participate in staff meetings as required
- To manage the strategic operations for the department and day to day operations
- To plan, prepare, evaluate and modify personal teaching methods and materials in accordance with department and school policies
- To control and manage the classroom effectively
- To praise and manage student behaviour as appropriate
- To plan to meet the varied and special educational needs of students
- To set homework in accordance with the school and department policy
- To contribute to the appearance and ethos of the Trust through the maintenance of a pleasant learning environment within the classroom and departmental areas
- To actively celebrate the achievement of students using school systems to praise and reward
- To participate in general supervisory duties in accordance with published duty rotas
- To participate in required meetings with colleagues and parents/carers
- To liaise with colleagues in other departments as appropriate

Enhancing own knowledge, skills and understanding

- To continuously develop your range of teaching and learning strategies for supporting the development and progression of individual students
- To keep up to date with developments and initiatives in the subject area

Professional development and raising awareness

- To lead the MFL Department
- To work with relevant staff to identify and address the needs of students
- To plan differentiated material to support all students at Key Stages
- To participate proactively in professional development initiatives

Curriculum and Extra-curricular Provision

- To contribute in developing/reviewing/revising schemes of work and engaging and challenging resources
- To contribute to the creation, planning and organisation of extra-curricular activities to promote the subject and enhance students' learning

Sharing Information

- To ensure the efficient exchange of information regarding students both within the school and with other institutions/external agencies, as necessary

Support and Monitoring

- To mark and record students' work in line with departmental and school policies
- To assess in line with departmental and school policies the ability of individual students; transfer that assessment to school records and to reports for parents; to communicate assessment details and data to tutors in preparation for parents' progress evenings
- To prepare and conduct assessments of students' learning as and when required and submit data regarding students' progress into the school management information system.
- To liaise with others involved in supporting students' learning
- To develop and maintain links with subject and pastoral staff to support, monitor, assess and evaluate the progress of individuals
- To support students' social and emotional needs.
- To foster good relationships and liaison with parents/carers

Management of Information

- To ensure the maintenance of accurate and up-to-date information concerning students' learning and progress.

Communication

- To ensure effective communication/consultation as appropriate with the parents/carers of students

General

- To carry out duties as appropriate to the position of a classroom teacher within school
- To carry out duties as appropriate to the position of a pastoral tutor

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Good Honours Degree in the specialist subject • QTS • Specialism of both French <u>and</u> Spanish to be adept to teach to at least Key Stage 3 standard. • Specialism of French <u>and/or</u> Spanish to be adept to teach and lead the department to A Level standard 	<ul style="list-style-type: none"> • Specialism of both French <u>and</u> Spanish to be adept to teach to GCSE standard.
Experience	<ul style="list-style-type: none"> • Experience of working with children within a learning environment (individuals/groups) • Evidence of recent professional development/training in the teaching and support of the subject 	<ul style="list-style-type: none"> • Recent experience of leadership of MFL within a secondary setting.
Aptitude and skills	<ul style="list-style-type: none"> • Ability to lead the department across the whole age range • Ability to work flexibly as part of a team • Ability to maintain a good learning environment • Excellent communication skills • Excellent organisational, planning and prioritising skills • Willingness to take responsibility • Ability to use own initiative • Resilient, mature approach • An appreciation of the value of learning • A desire to encourage all young people to succeed 	<ul style="list-style-type: none"> • Ability to initiate activities to enhance provision within the subject area

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Personal qualities</p>	<ul style="list-style-type: none"> • Enthusiasm • Sensitivity to students' needs /self-esteem • Willingness to further develop professional skills • Meaningful contribution to extra-curricular activity • Reliable and conscientious • Desire and ability to learn new skills • High expectations of all students • Caring and supportive • Enthusiastic team player 	<ul style="list-style-type: none"> • Experience of working with young people aged between 11-18
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References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.