

# **2<sup>nd</sup> in Department MFL – Hyde High School**

## **Candidate Information Pack**

**Great schools in which to learn, teach and belong.  
Welcome to Tame River Educational Trust**

Dear Candidate

Thank you for your interest in the post of 2<sup>nd</sup> in Department (MFL) with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.



Phil Wilson  
Chief Executive Officer

## An Introduction to our Trust Schools



### **Droylsden Academy**

#### **Headteacher**

**Mr E Mayell**

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

### **Mossley Hollins High School**

#### **Headteacher**

**Mrs A Din**

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

### **Hyde High School**

#### **Headteacher**

**Ms G Arnold**

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe**.

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.



## Application Procedure

For a confidential discussion on current vacancies please contact the school at [l.phillips@hydehighschool.uk](mailto:l.phillips@hydehighschool.uk)

To apply for the role please complete the application form – available to download from our website and return it to [l.phillips@hydehighschool.uk](mailto:l.phillips@hydehighschool.uk)

**In compliance with Safer Recruitment Guidelines, CVs will not be accepted.**

Advertised: 2<sup>nd</sup> May 2025

Closing date for Applications: 12<sup>th</sup> May 2025 - noon

Interview Date: 14<sup>th</sup> May 2025

*Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.*

### Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

### Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

<b>Job description</b>  <b>The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Job Title:</b>	2 <sup>nd</sup> in Department (MFL)
<b>Reporting to:</b>	Head of Department
<b>Hours &amp; Salary</b>	This is a full time role and will be paid on MPR/UPR + TLR2A, currently £3,391 per annum.
<b>Role Overview</b>	<p>The successful candidate will have leadership and management responsibility within the MFL department, with primary responsibility for pupil outcomes and educational quality in MFL.</p> <p>This job description is written at a specific time and is subject to change as the demands of the Trust and school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
<b>Child Protection and Safeguarding:</b>	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
<b>Main duties and responsibilities:</b>	<p>This job description is additional to the basic duties outlined in the latest School Teachers' Pay and Conditions Document and the Teacher Standards, in accordance with the school's policies and under the direction of the Headteacher. A summary of the key accountabilities is included below. The school is managed through a network of interrelated teams.</p> <p>As 2<sup>nd</sup> in Department (MFL), your main duties and responsibilities are:</p> <p><b><u>1. Shaping the Future</u></b></p> <ul style="list-style-type: none"> <li>• Support the Head of Department in making MFL a recognised centre of excellence in the borough and beyond.</li> <li>• Contribute to Middle Leadership of the department to develop departmental strategy and practice.</li> <li>• Support the development of a successful department which improves the quality of education provided and which secures strong outcomes for pupils in MFL at Key Stages 3 and 4.</li> <li>• With the Head of Department, ensure a strong and lasting professional and educational relationship between your department and its opposite number at other Trust schools.</li> </ul>



- Analyse and interpret national, local and departmental data and other evidence, to inform policy and practice.

### **2. Leading Learning & Teaching**

- Be a typically good or better teacher, following the job description for all teachers and the teacher standards.
- Ensure high quality educational provision within MFL.
- Take leadership and management responsibility to develop and assure high quality teaching and learning within MFL.
- With the Head of Department, develop a successful learning culture in your area where students become effective, resilient and independent learners who take pride in all they do.
- Working with the Head of Department, lead on curriculum continuity from key stage 3 -4, preparing key stage 3 students for progression to key stage 4.
- Lead on ensuring relevant, engaging and purposeful homework.
- In conjunction with the Head of Department, ensure all teachers are clear about the curriculum map, long term plans and schemes of work, and are delivering these accordingly.
- With the Head of Department, lead MFL strategy with the Inclusion Team to secure the best possible provision for SEND students.
- With the Head of Department, ensure the curriculum, schemes of work and all assessments are current and fit for purpose, working backwards (from Year 11 to Year 7) from the potential of each group and forwards from the rigour and challenges of the Key Stage 2 Curriculum.

### **3. Developing Self and Working with Others**

- Equip yourself with the capacity to deal with the complexity of the role and be committed to your own professional development, in line with the Teacher Standards at the appropriate scale.
- With the Head of Department, challenge, influence, motivate, support with work-load and well-being of your team.
- Hold those you line manage, if applicable, to account to achieve student and class progress and attainment targets.
- Ensure the staff you lead achieve excellent and productive professional relationships with students, parents and each other.
- Deputise for the Head of Department in their absence.

### **3. Managing your areas**

- Provide effective management and support to the Head of Department by improving organisational structures and functions in MFL.
- Provide middle leadership on behaviour management to ensure high standards of conduct in across MFL.
- Co-lead in the management of the department on a day-to-day basis.
- Undertake duties commensurate with your leadership role.



	<p><b><u>4. Securing Accountability</u></b></p> <ul style="list-style-type: none"><li>• Be accountable to students and parents in your area and as a middle leader in the school.</li><li>• Ensure the attainment and progress in MFL are outstanding at both Key Stages, against all schools and similar schools' nationally.</li><li>• Be actively involved in the management of work-load and well-being of each teaching and support member of the team.</li><li>• Be aware of statutory educational frameworks related to your role.</li><li>• Take part in departmental self-evaluation.</li><li>• Ensure the subjects you lead reach their GCSE targets (and end of year targets per cohort).</li><li>• Undertake assuring quality and improvement work as part of the Feedback and Development Cycle.</li><li>• Be accountable to colleagues, students and the Head of Department.</li></ul> <p><b>As a member of staff, you are expected:</b></p> <ol style="list-style-type: none"><li>1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.</li><li>2. To follow and uphold all school policies and be an excellent ambassador for the Trust and its schools.</li><li>3. To have a responsible and diplomatic approach to matters of a confidential nature.</li><li>4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day.</li><li>5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems.</li><li>6. To undertake any other duties that might be reasonably requested, by the Headteacher or any other member of the leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.</li></ol>
<b>Health and Safety:</b>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>



**General:**

This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the School's appraisal programme and to participate in appropriate staff training and development activities.





Person Specification			
	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good honours degree in a relevant subject</li> <li>• PGCE (Secondary) in a relevant subject, or equivalent</li> <li>• QTS Status</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development and training</li> <li>• Leadership qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the applicant's original certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching students in the relevant age range</li> <li>• Evidence of results achieved at GCSE</li> </ul>	<ul style="list-style-type: none"> <li>• Management experience</li> <li>• Evidence of contributing to extra-curricular of a faculty</li> <li>• Evidence of teaching experience beyond PGCE</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent subject knowledge</li> <li>• An ability to deliver creative and engaging lessons</li> <li>• Up to date knowledge of child welfare issues</li> <li>• Excellent classroom management</li> <li>• Excellent organisational skills</li> <li>• Excellent command of English both spoken and written</li> <li>• Excellent interpersonal skills</li> <li>• Ability to use ICT as a teaching tool and for administrative purposes</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Passion for helping children and young people learn</li> <li>• Trustworthiness and integrity</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Ability to engender confidence in young people</li> <li>• A warm, friendly, and patient manner</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to build positive relationships with all students that allow them to achieve to their highest potential</li><li>• Discipline and time management skills</li><li>• A belief in the value of others</li><li>• A willingness to learn new skills and approaches and to share experiences with others</li><li>• A sense of humour</li><li>• Willingness to contribute to the extra-curricular work of the faculty</li></ul>		
--	---	--	--

### Employee Acknowledgement

I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of 2<sup>nd</sup> in Department (MFL)

Signed: .....

Date: .....