

Academy
Transformation
Trust

Assistant Faculty Leader
Modern Foreign Languages

Application Pack

Mildenhall College Academy
The Hub, Sheldrick Way
Mildenhall
Suffolk



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01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.

Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

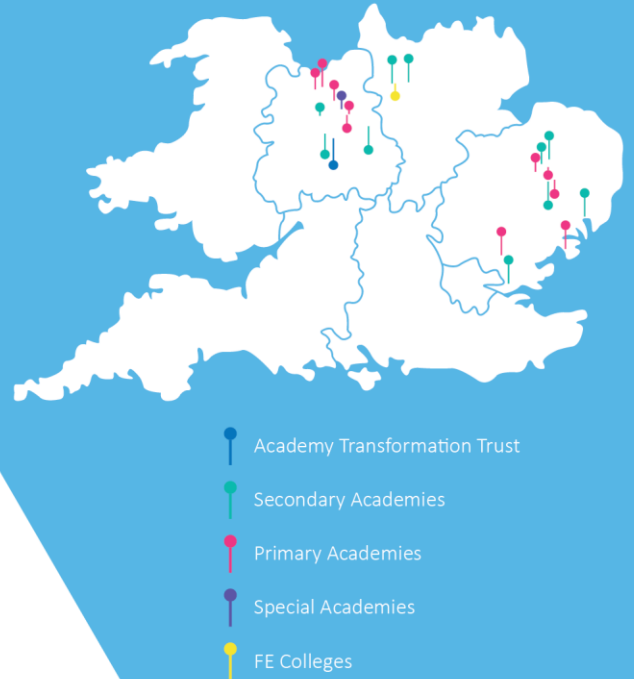
To learn more about our story/journey, please read our [ATT Magazine](#)

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Strategic Aims

- To plan and deliver a curriculum which enables students to reintegrate with learning, delivers improving progress and outcomes for all learners and demonstrates that lessons have been learned from the pandemic experience.
- To create the conditions in which our people can demonstrate independent, thoughtful and confident behaviours in pursuit of our vision and aims.
- To continue to improve our financial performance alongside an enhanced reputation in business operations and governance.



ATT | 21 Academies

Staff | 1720

Learners | 13,334

Governance

Finance

Local Authority Areas | 10

Primary | 409

Primary | 2711

People Engaged | 120+

£78 million in funding and other income

Secondary | 1130

Secondary | 9280

Trustees | 10

Special | 30

Special | 45

Members | 4

FE | 76

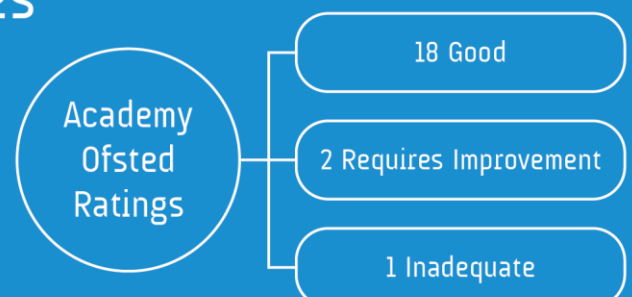
FE | 1298

Other | 75

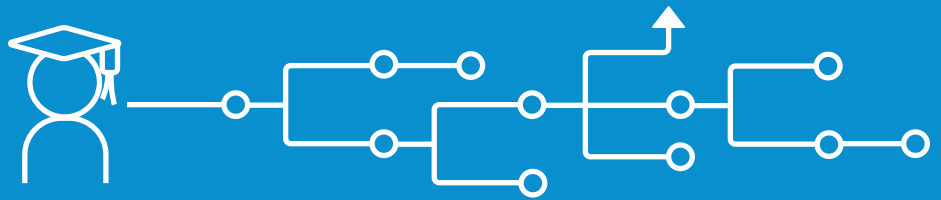
ATT Institute | 38 Leadership Development Pathways across all our directorates

Headline Performance Measures

- **Record progress scores** for many of our academies in 2019.
- **Rising Attainment 8** and **Progress 8** rates for three years running across all secondary academies.
- **Rising Key Stage 5 average points scores** across all academies for three years.



02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Martin Sexton | Lead for Computer Science and STEM Coordinator

Working for ATT has given me many opportunities to progress my career. A move from Westbourne Academy to Mildenhall College Academy 5 years ago gave me my first step up from teacher to leading Computer Science. I received an ATT award for STEM which led to me becoming the STEM coordinator. To help develop my career further I now lead Team Network Group meetings with other Computing teachers from across the trust. ATT has also allowed me to develop my skills knowledge through attending a range of CPD with Computing at School, Barefoot, and Digital Schoolhouse all of which are helping to develop my practice.

Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

Cat Rushton | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

03. Academy Information



Mildenhall College
ACADEMY

For the past forty years, Mildenhall College Academy has taken a truly holistic view of education.

From an extensive range of academic visits to participation in national STEM challenges, a supportive Mindfulness Club and a varied programme of arts and sports activities, we go the extra mile every day to bring learning to life.

In our most recent Ofsted inspection, the Academy was again rated as Good, with inspectors noting that “pupils achieve well across a range of subjects in both the main school and sixth form”. Mathematics was confirmed as a particular strength, and inspectors were pleased to see that we “know which areas need to be improved to make the quality of education even better”.

The report went on to comment that “teachers know the key priorities for improvement and there are well-considered plans to achieve them” and are “proud to work at the school and feel well supported by the Principal and wider leadership team”.

That support will enable you to become the teacher or support staff you’ve always wanted to be, progressing your career here or anywhere within Academy Transformation Trust – and will help us on our exciting journey towards Outstanding.

To discover our holistic approach for yourself, you need to meet our Principal, teachers and students.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

[Click to Learn More](#)

Transformational Teaching

[Click to Learn More](#)

Transformational Services

[Click to Learn More](#)

Professional Development at ATT:

04. The ATT

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description

Assistant Faculty Leader of MFL

Main Purpose of the Role:

To support the Faculty Leader in the following:

- Construct a subject curriculum that is ambitious and designed to give all students the knowledge and cultural capital they need.
- To raise standards of student attainment and achievement within the faculty and to monitor and support student progress.
- To develop and enhance the teaching practice of others.

Reporting to: Faculty Leader

Responsible for: Teachers within the faculty and other relevant personnel within the faculty.

Liaising with: Governors, Principal/Vice-Principal/Assistant Principals, Faculty Leaders, relevant staff with cross-academy responsibilities, relevant non-teaching support staff, external agencies and parents/carers.

Main Responsibilities:

Quality of Education

- Assist the faculty leader in ensuring a high-quality curriculum is in place across the faculty.
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement for all staff.
- Use performance and assessment information to raise student attainment and achievement.
- Be responsible for student performance within the faculty, supporting other staff in the pursuit of excellence and the promotion of academy curriculum and behaviour policies.
- Liaise with parents/carers, as necessary and in accordance with Academy reporting policies, regarding the progress and performance of their children.
- Ensure that the academy's policies for curriculum, assessment, teaching and learning and behaviour are being followed, interacting as required to ensure continued high standards.

Leadership and Management

- Ensure teaching and learning in the faculty delivers high quality provision including the development of communication, reading and writing, mathematics, and cultural capital and that this is embedded in the schemes of learning and lesson planning.
- Participate in the academy's ITT programme.

- Be familiar with the Academy Safeguarding Policy and procedures, advise staff on safeguarding matters and report any concerns using the academy procedures.
- Carry out appraisal in accordance with the academy's appraisal policy.

Behaviour and Safety

- Support colleagues to maintain a high standard of behaviour within the faculty and intervene to provide appropriate support where poor behaviour is affecting teaching, learning and the progress of students and liaise with the BEST team as appropriate.
- Be familiar with the academy Health and Safety policy. Liaising with the academy Health & Safety Manager will ensure that relevant Risk Assessments within the subject area comply with national requirements and are reviewed and updated where necessary on an annual basis.
- Ensure that the subject area accommodation is a safe, tidy and an attractive working environment for all those who use it.

Professional Responsibilities:

- Maintain a minimum level of professional conduct as set out in the Teachers' Standards in terms of high expectations, promoting good progress, demonstrating good subject/curriculum knowledge, planning, and teaching well-structured lessons, adapting teaching, making accurate and productive use of assessment, managing behaviour effectively and wider professional behaviours.
- Work effectively and in a professional manner with all staff, including those from external agencies.
- Participate in the annual performance management cycle.
- Participate in and contribute to professional development activities as directed by the Curriculum Leader, Head of House or the Senior Leadership Team/ Trust.
- Complete any necessary accreditation or induction required for achieving or maintaining professional standing, including where relevant participation in the early-career framework.
- Participate in and contribute to meetings, quality assurance processes and evaluations (both internal and external) as directed by the Curriculum Leader, Head of House or Senior Leadership Team/ Trust.
- Participate in appropriate events in the calendar outside of normal academy hours such as parents' evenings and open evenings.
- Have excellent punctuality, meet all deadlines, and complete tasks to a high level of accuracy.
- Comply with all relevant Health and Safety policies and procedures.
- Offer active support for the Trust and Academy's ethos, policies, and procedures.

Pastoral Responsibilities:

- Offer active support for the Trust and Academy's ethos, policies, and procedures.
- Report all safeguarding concerns to the Designated Safeguarding Lead as soon as possible and contribute to a culture at the academy that prioritises the safety and welfare of children.
- Follow procedures and strategies in the academy that promote excellent student attendance, punctuality, and behaviour within and beyond the classroom, as set out in Academy procedures and Trust policy.
- Supervise student behaviour and conduct outside of the classroom as directed by the Senior Leadership Team.

- Be a form tutor who plays a full role in the vertical tutoring programme as directed by the Head of House and the Senior Leadership Team.
- Play a full part in the life of the academy, including participation in enrichment activities as directed by the Curriculum Leader/ Senior Leadership Team.

Academic Responsibilities:

- Teach the curriculum as set out by the Curriculum Leader, including preparing students for examination in appropriate qualifications.
- Participate in collaborative planning and resourcing within the department.
- Teach timetabled lessons and any necessary additional lessons for intervention, revision or to support the transition of students into the next stage of their education as directed by the Curriculum Leader.
- Set and check the completion of homework as directed by the Curriculum Leader, making use of whole-school systems and policies.
- Ensure that work by students in lessons is completed to a high standard and presented in a form as directed by the Curriculum Leader.
- Contribute to ongoing discussions about subject knowledge and teaching approaches and adopt any teaching approaches agreed within the department.
- Adapt the curriculum, teaching methods and resources for students who have a SEND or EAL, as guided by the Curriculum Leader and the SEND department.
- Assess student progress using a range of appropriate strategies and use this information to evaluate curriculum planning, teaching approaches and resources.
- Provide reports for parents and, where necessary, write references for students to support access to the next stage of their education.

Other

All staff are part of the whole Trust team. All staff are required to support the values and ethos of our Trust and Trust priorities. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

Our Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

06. Person Specification

Assistant Faculty Leader of MFL

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> An appropriate degree and other qualifications required for the award of QTS. Qualified Teacher Status (trainees should be on track to achieve QTS before taking up the post). We are keen to support entrants to the profession and have a range of routes to support attaining QTS. Contact the academy to see how we could help with this. 	<ul style="list-style-type: none"> A postgraduate qualification in the subject to be taught. A postgraduate qualification in the teaching of the subject.
Experience	<ul style="list-style-type: none"> Teaching the subject in a secondary school across the 11-16 age range. Assessing students for a variety of purposes using appropriate strategies. Working with whole-school behaviour systems. Supporting students in the subject with a SEND or EAL need. 	<ul style="list-style-type: none"> Being a form tutor and supporting the wider personal development of students. Examining the subject for an appropriate exam board. Mentoring trainees and early-career teachers.
Competencies	<ul style="list-style-type: none"> Applicants should have knowledge and understanding of: <ul style="list-style-type: none"> The subject taught, to undergraduate degree level or an equivalent standard. Different approaches to teaching the subject and the strengths and weaknesses of these. The wider role of a teacher in the personal development of students, including the main responsibilities of a form tutor. The statutory requirements concerning Equal Opportunities, Health & Safety, SEND and Child Protection. 	<ul style="list-style-type: none"> Applicants may be strengthened by knowledge and understanding of: <ul style="list-style-type: none"> Different curriculum models in the subject(s) and the strengths and weaknesses of these. Forms of assessment commonly used in the subject(s), including in public examinations. Opportunities for teacher development in the subjects.
Values	<ul style="list-style-type: none"> Personal vision is aligned with ATT's high aspirations and expectations of self and others. Genuine passion and a belief in the potential of every learner. 	

	<ul style="list-style-type: none"> • Motivation to continually improve standards and achieve excellence above norms. 	
Other	<ul style="list-style-type: none"> • Applicants should have the ability to: • Express themselves clearly in written and spoken English. • Manage student behaviour in line with the academy policy. • Build and maintain effective working relationships with colleagues, students, parents, and the wider community. • Organise working time effectively to ensure that all requirements of the post are met punctually and to a high standard. 	

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

07. How to Apply

Assistant Faculty Leader of MFL

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies



Status:

Full Time
Permanent

Salary:

MPS 1 – UPS 3
Salary: £30,000 – £46,525
TLR2A £3017.00



Closing Date:

Tuesday 05 December 2023 at 9am

Start Date:

ASAP



Interviews:

To be confirmed




 @academytransformationtrust

 @AcademyTrust

 academytransformationtrust.co.uk

 office@attrust.org.uk

 0121 354 4000

 Unit 4, Second Floor,
Emmanuel Court, Reddicroft,
Sutton Coldfield, B73 6AZ

