

Assistant Headteacher and Trust Subject Lead for MFL

(Required for September 2021)



Letter from the Chief Executive Officer of Uffculme Academy Trust

Dear Applicant

On behalf of Uffculme Academy Trust, I would like to thank you for your interest in the role of Assistant Headteacher and MFL Subject Lead based at Holyrood Academy.

We are all very excited about this post. It is our first Trust wide Subject Lead and we are committed to growing a model of subject leadership at Trust level that secures rapid improvement in all of our schools. MFL is absolutely the right subject to start with because we want to revolutionise our curriculum and delivery and develop MFL teams who secure outstanding outcomes across all key stages and with students of every ability.

We believe every child can learn a language and we are looking to you to identify and break down the barriers to successful language learning and turn that vision into a reality.

The MFL team at Holyrood will be the starting point for this transformation but you will be working in every school across the Trust to help and advise them to come with you on a similar journey.

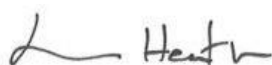
We recognise that this is an important role with significant influence. We are aware you may also aspire to senior leadership which is why we are offering an Assistant Head post to the successful candidate. We are committed to supporting and helping you develop your leadership career in whichever direction you would like to take it and will provide relevant and appropriate training to enable you to fulfil your career goals.

We are looking for a highly motivated practitioner who can lead by example and inspire others whilst providing challenge and rigour within the school and across the Trust. In return we can offer wide-ranging career development opportunities, excellent support and access to some of the best teachers and leaders in the South West.

We are incredibly proud of our Trust and the schools within it and the potential to further improve standards of education for all children no matter what their starting point or their background. The Trust Board is committed and highly ambitious and we are looking for an individual who shares the same values.

The closing date for applications is 1pm on Friday 26th February 2021. Interviews will be held the week beginning Monday 8th March 2021

We look forward to receiving your application.



Lorraine Heath OBE
Chief Executive Officer

Uffculme Academy Trust

Uffculme Academy Trust is a multi-academy trust (MAT) working across Devon and Somerset. It was born of the partnership between Uffculme Secondary School, an outstanding 11-16 comprehensive, and Uffculme Primary School, which is the nearest and biggest of the secondary school's eight feeder schools. The founding school, Uffculme School, is a nationally renowned Outstanding secondary school which regularly achieves amongst the best outcomes in England. Uffculme School is also the host school for the West Country Teaching School Alliance, a teaching school which delivers exceptional CPD, school to school support and initial teacher education across 3 counties.

In September 2019, Holyrood Academy and Axe Valley Academy joined Uffculme Academy Trust to create a MAT of four schools delivering education to around 3000 children and young people from the ages of 4-19. In January 2021, a fifth school, Neroche Primary joined the Trust.

Our Trust mission is to enable effective collaboration and partnerships that will support outstanding educational experiences for the pupils attending each of the Trust's schools.

Our mission is underpinned by our core beliefs and values that:

- every child has the right to a high-quality education where excellence is the norm
- teachers have the right to teach free from disruption and distractions, and
- parents have the right to know that their children are well cared for and supported to achieve their best.

The Trust is committed to creating and supporting a network of exceptional schools in which:

- each school sits at the heart of its community
- aspirations and expectations are high, and achievable, for everyone
- every pupil makes excellent progress and is enabled to achieve ambitious personal targets
- trust and mutual respect are at the core of all the relationships across the Trust
- enrichment is valued, planned for and resourced
- diversity is welcomed and celebrated
- pupil and parental engagement is high
- collaboration and partnerships across the Trust mean that all our staff may apply and develop their skills and experience, and
- teachers enjoy teaching and pupils enjoy learning.



Uffculme Academy Trust, Chapel Hill, Uffculme, Devon. EX15 3AG

A company limited by guarantee, registered in England and Wales. No. 07338835

An exempt charity

www.uffculmetrust.org

Letter from the Headteacher of Holyrood Academy

Dear Applicant,

Thank you for your interest in this post.

Holyrood exists to serve its community as such, we are looking for an outstanding leader who shares our commitment to ensuring that the young people we serve receive the best possible standard of education. You will join a positive and hard-working team of staff who are absolutely focussed upon bringing our vision for the Academy to fruition.

We seek to establish a mission for social justice at Holyrood: one that promotes social mobility and allows students to achieve brilliantly, regardless of their background. However, we are also developing a school culture wherein students feel happy, are invested in the wider aspects of school life and are not ashamed to aim extremely high.

We are a school that values the building of positive and compassionate but firm relationships with students and we place high aspiration, quality classroom delivery and 'feeding the Holyrood culture' at the heart of what we do.

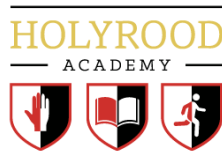
The Subject Leaders at Holyrood are instrumental in driving our school improvement. This post is an extremely exciting one which will not only revolutionise languages teaching at Holyrood, but across all our Trust Schools. Our leaders work collaboratively to deliver a knowledge-rich, well sequenced curriculum which seeks to drive the acquisition of knowledge, skills, vocabulary and cultural understanding which enable our students to fulfil their potential. This post holder needs to be an exceptional linguist and subject teacher so that they can inspire students and staff to engage in teaching and learning at the highest possible level and develop a curriculum that allows every child to confidently speak, read and write in MFL.

If this vision matches your own, we would be delighted to hear from you.

To apply, please complete an application form and attach a separate supporting letter of no more than two sides explaining your suitability for the post and your vision for the development of MFL at Holyrood and across our other Trust schools.



Dave McCormick
Headteacher



Holyrood Academy

Holyrood Academy is an 11-18 Academy in Somerset with approximately 1250 students on roll – including around 150 in the sixth form. It is situated in the centre of the market town of Chard and it is the only secondary school in the town. We are therefore fully comprehensive and committed to providing an excellent education in the service of our whole community.

Holyrood was last inspected in 2013 when it achieved an Outstanding rating.

Outcomes have been historically strong and despite the considerable challenges brought by the changes to KS4 programmes of study, we have consistently achieved a positive progress 8 score placing us as reliably one of the top performing secondary schools in Somerset.

On 1st September 2019, Holyrood Academy along with its Devon partner school, Axe Valley Academy joined Uffculme Academy Trust thereby creating opportunities to work as part of a team of highly effective school leaders. It allows each school within the Trust to share good practice and provides exceptional opportunities to learn from each other. All our senior leaders are system leaders and regularly contribute to the leadership programmes of Teaching Schools across the region including those put on by our own Teaching School, WCTSA.

The leadership team at Holyrood Academy consists of a mix of newly appointed and highly experienced senior leaders. All are driven to deliver exceptional experiences and educational outcomes for young people and have firmly bought into the UAT principles of excellence.

Holyrood benefits from a large and beautifully situated site within easy commuting distance of towns such as Taunton and Yeovil as well as the cities of Exeter and Bristol. Chard is on the edge of the Blackdown Hills and close to both the Devon and Dorset coastlines. The Academy occupies a split site; however, both sites are located on the same campus. We are therefore lucky enough to have a great deal of open space and our staff and students enjoy excellent facilities.

In addition, the Trust believes investing in the health and well-being of staff is crucial. As part of this support the Trust employs a full-time Director of Wellbeing who provides services such as personal training, counselling, CBT, nutrition advice and injury rehabilitation. In addition, all Trust staff have subsidised access to the on-site Lifestyle Fitness Gym, including all classes, at Holyrood Academy for £9.99 per month.

Additional information

If you would like to speak to the CEO about the Trust wide aspect of this role, please email Lorraine Heath, heathl@uffculmetrust.org with your contact details.

Similarly for a telephone conversation about Holyrood Academy please email dmaccormick@educ.somerset.gov.uk with your contact details



Assistant Headteacher: MFL Subject Lead

| | |
|---------------------------|--|
| Location: | Holyrood Academy |
| Pay Grade | L10-14 |
| Hours of Work: | Full Time: 0.8 Holyrood Academy; 0.2 across the Trust Schools |
| Responsible For: | Leading the curriculum development of MFL at Holyrood Academy and across the Trust schools |
| Key Relationships: | Headteacher Holyrood Academy; CEO |
| Reporting to: | Headteacher Holyrood Academy |

This post will involve a commitment of one day a week to all schools in Uffculme Academy Trust and four days leading the MFL team at Holyrood Academy

Main purpose of the role:

To perform a leading role in raising standards, challenging performance and supporting improvement in MFL across the Trust, to ensure that all students attending a Trust school achieve their full potential.

To Lead on curriculum development and Teaching and Learning in MFL at Holyrood Academy
The post holder must be willing to travel to work in schools across the Trust.

Main Duties and Responsibilities:

- Actively promote the UAT culture of high expectations by supporting MFL teams to improve standards across all schools.
- Perform a leading role in raising standards, with an emphasis on curriculum development in MFL
- Be an exceptional classroom practitioner, able to demonstrate, and support others to achieve, excellent classroom technique leading to effective learning.
- Have extensive and up to date subject and pedagogical knowledge to inform the development of teaching and learning in MFL across Trust schools

Uffculme Academy Trust, Chapel Hill, Uffculme, Devon. EX15 3AG

A company limited by guarantee, registered in England and Wales. No. 07338835

An exempt charity

www.uffculmetrust.org

- Support the development of MFL across all Key Stages with a view to increasing uptake at KS4 and KS5
- Lead the MFL team at Holyrood Academy and secure rapid improvements in teaching and learning, curriculum development and pupil outcomes
- Contribute to the effective work of the Senior Leadership Team at Holyrood Academy
- Report to the Trust Executive Team on the development and progress of MFL teaching across the Trust

Support the Headteacher at Holyrood Academy, the Headteachers at other Trust schools and the Curriculum Team at Holyrood by:

- Working closely with the Curriculum Team Leaders in MFL to support school evaluation and school improvement planning
- Supporting the development of the curriculum in MFL ensuring it is best fit for the school
- Supporting the Curriculum Team Leaders in MFL with data analysis to assist in prioritising and action planning in MFL

Support the Headteacher at Holyrood Academy and those across the Trust to improve teaching and learning in MFL by:

- Reviewing, developing and quality assuring the curriculum design and delivery of MFL at Holyrood Academy and the other Trust schools
- Alongside the Curriculum Team Leaders, carrying out quality assurance of teaching and learning in MFL
- Identifying and developing appropriate CPD and intervention packages for MFL
- Developing materials to support the effective delivery of MFL at Trust schools
- Monitoring and evaluating the performance and needs of MFL in all schools, using data analysis to measure progress
- Promote school to school collaboration; facilitating partnerships and networking in MFL departments to share and promote best practice.

Support the CEO and Headteachers to improve the curriculum and assessment in MFL by:

- Supporting and developing key elements of a shared curriculum in MFL, including the potential alignment of exam boards
- Carrying out quality assurance of programmes of study and schemes of work
- Working with primary colleagues to evaluate and develop the KS2 MFL curriculum

Play an essential leading role in the development of the MFL department at Holyrood Academy by:

- Fulfilling the expectations of a Curriculum Team Leaders including planning, teaching, assessing and supporting students to achieve their potential in MFL
- Participating as a reviewer and line manager in the Academy appraisal process
- Participating in school improvement as a member of the curriculum team
- Working alongside governors to inform them of curriculum developments and progress against targets where necessary
- Fully integrating yourself into the culture of Holyrood Academy
- Supporting and working alongside the Holyrood Academy SLT as required

Special Factors

- This role will involve traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the travel base at Holyrood Academy, will be as per the Trust's travel policy.
- The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility as required.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School based Policies and Procedures.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Uffculme Academy Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

| Essential | Assessed through |
|---|------------------------------|
| Good hon's degree (2:2 or higher) in a relevant subject | Application |
| QTS status | Application |
| Experience of leading a successful MFL department or being instrumental in the transformation of one | Application |
| Excellent interpersonal skills | Letter/references/interview |
| A genuine love of teaching and rapport with children | Letter/references |
| Experience and evidence of securing improvement and/or managing change | Letter/interview/references |
| Evidence of ability to secure outstanding outcomes at GCSE | Letter/interview |
| Relevant additional subject specific training | Application |
| Willingness to go the extra mile to secure high levels of pupil performance and engagement | Letter/references |
| Excellent ICT skills | Letter/references |
| Excellent organisational and time management skills – especially with reference to working across a number of schools | Application/letter/interview |
| Excellent relationships with colleagues | References |
| Evidence of support for and input into the enrichment or extra-curricular programme | Letter/interview |
| Ability to communicate effectively at all levels | Letter/References/interview |
| A clear understanding of the national agenda and key areas of curriculum change with particular reference to MFL | Interview |
| Tact and diplomacy | Interview |
| A sense of humour | Interview |
| Infectious enthusiasm and relentless positivity | Interview |
| Creativity, imagination and ideas | Letter/interview |
| Flexibility | Letter/interview |
| Desirable | Assessed through |

Uffculme Academy Trust, Chapel Hill, Uffculme, Devon. EX15 3AG

A company limited by guarantee, registered in England and Wales. No. 07338835

An exempt charity

www.uffculmetrust.org

| | |
|---|------------------|
| Experience of teaching in at least two schools | Application |
| Participation in a relevant middle leader developmental programme run by a nationally recognised organisation eg SSAT, NCTL | Application |
| A vision for the language's curriculum at KS2 | Letter/interview |
| Responsibility for the performance management of other staff | Letter/interview |
| Evidence of wider professional learning | Letter/interview |
| Ambitions and potential for senior leadership | Interview |