



Saint Edmund Arrowsmith  
Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST

# Curriculum Lead of Modern Foreign Languages Recruitment Pack



Pope Francis  
Catholic Multi Academy Trust

Enabling schools, aspiration and  
faith to flourish by:

**Uplifting Hearts, Inspiring Minds**

# Welcome from the CEO



**Pope Francis**  
Catholic Multi Academy Trust



Dear Candidate,

**Thank you for your interest in Pope Francis Catholic Multi Academy Trust.** We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

## What We Can Offer

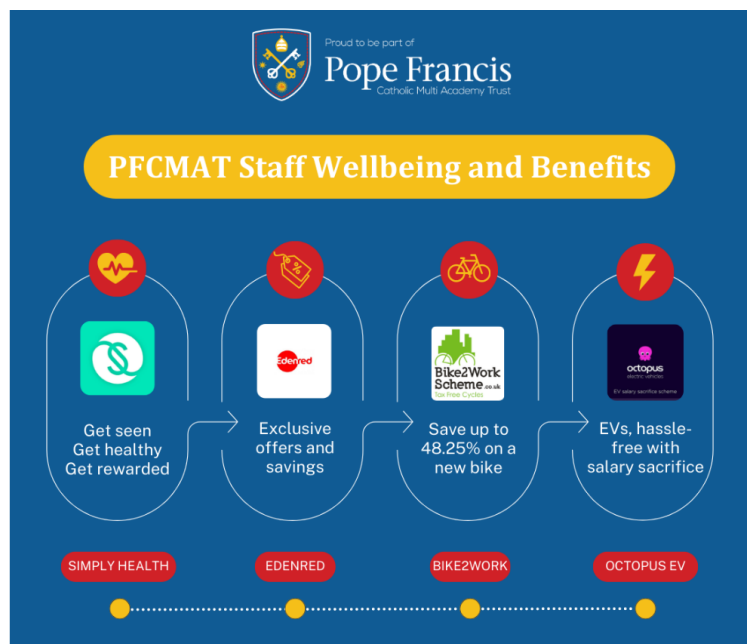
We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Get a sense of our full staff offering:  
[www.pfcmat.org/Staff-Benefits-Package/](http://www.pfcmat.org/Staff-Benefits-Package/)

We will be delighted to have informal conversations with potential candidates before the closing date. Please contact **Louise Jones on 07842 020052 or [louise.jones@pfcmat.org](mailto:louise.jones@pfcmat.org)** to arrange a discussion with either the CEO or CFO.

*Andrew Dawson*

CEO  
Pope Francis CMAT



# Welcome from the Head



# Saint Edmund Arrowsmith Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST



Dear Candidate,

Thank you for your interest in the position of Curriculum Lead of Modern Foreign Languages.

As Acting Headteacher for Saint Edmund Arrowsmith I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith.

Our exceptional curriculum will provide pupils with powerful academic knowledge and character development so that they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils.

Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and Joy daily with both energy and passion.

We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all. Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them. Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged background are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish.

If you wish to join me on our journey, I welcome your application.

**Love, Inspiration,  
Empowerment and Joy**

Mrs C. McKenna  
Acting Headteacher  
**Saint Edmund Arrowsmith Catholic Academy**

# Saint Edmund Arrowsmith Catholic Academy

## Why Choose Our School?

### Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.

### Our School Values

Love, inspiration, Empowerment and Joy

Our vision for St Edmund Arrowsmith Catholic Academy is that we create a community that is united through our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high quality educational experience, which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves. This aim is born from our mission statement, 'I have come in order that they may have life, life in all its fullness' - John 10:10.



Proud to be part of

**Pope Francis**  
Catholic Multi Academy Trust

# Application Process



Saint Edmund Arrowsmith  
Catholic Academy  
POPE FRANCIS MULTI ACADEMY TRUST

## How to apply:

To apply for this post, please use our website 'Vacancies' page, on which you can find each of the additional documentation to be completed and submitted alongside your cover letter.

Your completed application must be submitted including the following documents:

- \* CES Application Form
- \* CES Consent to Obtain References CES
- \* Monitoring Form
- \* Rehabilitation of Offenders Act 1974 Disclosure Form
- \* Covering letter stating how your skills and experience meet the job description and person specification

**Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs D McEwan-Hancock at [jobs@seaca.pfcmat.org](mailto:jobs@seaca.pfcmat.org)**

If you have any feedback on the application process, and how we can make it more accessible, please let us know at [info@pfcmat.org](mailto:info@pfcmat.org).

*Pope Francis Catholic MAT and Saint Edmund Arrowsmith Catholic Academy school are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.*



## Job Advert



Saint Edmund Arrowsmith  
Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST

**Post Title:** Curriculum leader of Modern Foreign Languages

**Pay Scale:** Main pay range 1-6 / Upper pay range 1-3  
TLR2 £5,352

**Contract** Permanent

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by; **'Uplifting Hearts, Inspiring Minds'**.

Our schools have a distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

### **Our Values:**

**Unity** – working together for excellence.

**Excellence** – to strive to be the best.

**Love** – respect and care for others and treat them as you want to be treated.

**Service** - following the teachings of Christ to become valued members of our communities.

Saint Edmund Arrowsmith Catholic Academy are looking to appoint a dedicated & enthusiastic teacher with ambition to lead the Modern Foreign Languages team. The successful candidate will be key to raising the aspirations and achievement of our pupils. You should have a passion and ambition to develop as a curriculum lead and teacher and be able to teach Modern Foreign Languages up to and including Key Stage 4. A creative and dynamic approach to teaching and an ability to enthuse others would be highly valued. If you would like to visit the school, take a tour or meet the Headteacher, please contact the Headteacher's PA at [jobs@seaca.pfcmat.org](mailto:jobs@seaca.pfcmat.org)

**Please see link to our school's Child Protection Policy [here](#)**

<https://stedmundarrows.greenhousecms.co.uk/Safeguarding-E-safety/>

**Closing date of 5th October 2024 at 12am**

Interviews to take place w/c 7th October 2024

## Job Description



**Saint Edmund Arrowsmith**  
**Catholic Academy**  
POPE FRANCIS MULTI ACADEMY TRUST

**Job Title:** Curriculum Lead of Modern Foreign Languages

**Pay Scale:** Main pay range 1-6 / Upper pay range 1-3

TLR2 £5,352

**Location:** Saint Edmund Arrowsmith Catholic Academy

**Job purpose:**

The successful candidate will be key to raising the aspirations and achievement of our pupils. You should have a passion and ambition to develop as a curriculum lead and teacher and be able to teach Modern Foreign Languages up to and including Key Stage 4.

**General duties:**

- ⑩ Take responsibility for the overall provision of the curriculum at the school
- ⑩ Lead and take responsibility for developing a curriculum that provides pupils with a range of opportunities and the skills they need to prepare for later life
- ⑩ Be accountable for the strategic leadership and management across the curriculum area, developing and implementing plans, policies, targets and practices within the context of the Academy's aims and policies.
- ⑩ Manage staff within the curriculum area, providing appropriate support, challenge, advice and information, as necessary.
- ⑩ Implement the school's schemes of work.
- ⑩ Comply with Academy's policies and procedures, in particular those relating to the wellbeing and safeguarding of pupils.

**Curriculum development:**

- ⑩ Take responsibility for developing a curriculum that offers flexibility through a broad range of subjects at all key stages.
- ⑩ Create a clear curriculum plan that outlines the aims of the curriculum and its links to the SIP and the Academy's overall curriculum intent.
- ⑩ Maintain a thorough and up-to-date knowledge of the national curriculum and ensure any developments are reflected in the Academy's policies.
- ⑩ Work with the SLT to embed the Academy's curriculum intent and implementation methods securely and consistently across the Academy.
- ⑩ Ensure work given to pupils matches the aims of the curriculum and is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment.
- ⑩ Plan curriculum content that successfully builds on the knowledge and skills taught at each key stage.
- ⑩ Ensure the curriculum contains content that has been identified as the most useful and that this content is taught in a logical progression, systematically and explicitly enough for all pupils to acquire the intended knowledge and skills.
- ⑩ Work with staff to promote the use of a broad range of appropriate teaching and learning strategies.
- ⑩ Construct a curriculum that is ambitious and designed to provide all pupils with the knowledge and cultural capital they need to succeed in later life.
- ⑩ Ensure the curriculum offers academic, vocational and technical ambition for all pupils, and is not narrowed for disadvantaged pupils or those with SEND.
- ⑩ Adapt the curriculum, where necessary, to ensure it meets the needs of all pupils and develops their knowledge, skills and abilities, including pupils with SEND.
- ⑩ Ensure the Academy's local context is reflected in the curriculum.
- ⑩ Report to the SLT on the impact of the curriculum plan and identify areas for improvement.

## Job Description



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### Leadership and management:

- ⑩ Be an active curriculum leader, attending leadership meetings as required and reporting back to departmental colleagues where necessary.
- ⑩ Lead and manage all staff members working in the curriculum area.
- ⑩ Act as a point of liaison between the SLT and teachers.
- ⑩ Work with departmental colleagues to develop appropriate, effective and purposeful schemes of work, learning resources, curriculum policies and classroom practices.
- ⑩ Take account of staff workload when planning the curriculum, schemes of work, marking and feedback and communication policies.
- ⑩ Implement assessment practices that help pupils embed knowledge and assist staff in producing clear next steps, without creating additional workload for staff.
- ⑩ Ensure the collection of attainment or progress data in the curriculum area is proportionate, represents an efficient use of Academy resources, and is sustainable for staff.
- ⑩ Provide staff with the knowledge and resources they need to assess and teach the curriculum effectively.
- ⑩ Effectively contribute to leadership discussions and decisions.
- ⑩ Adopt a positive attitude that motivates and inspires other members of staff, enabling them to carry out their duties to the highest standards.
- ⑩ Plan, organise and lead regular meetings with staff.
- ⑩ Inform departmental colleagues of any developments in the curriculum and monitor changes as they are implemented.
- ⑩ Lead communications with parents and the wider community in relation to the curriculum.
- ⑩ Monitor the effectiveness of the faculty's work in the curriculum area.
- ⑩ Identify staff training needs, provide support and organise training to improve the quality of teaching and learning.
- ⑩ Organise relevant CPD to help staff members progress.
- ⑩ Set targets and monitor, evaluate and review progress towards staff achievement, and report this to the SLT.
- ⑩ Contribute towards recruitment and interviewing processes, where necessary.
- ⑩ Take responsibility for the induction of new staff and act as a mentor to provide support and guidance where necessary.
- ⑩ Undertake self-evaluation and review as appropriate, including an annual review of the curriculum area.
- ⑩ Plan and prepare a staff handbook for the curriculum area or contribute to the whole-Academy staff handbook as appropriate, advising on procedures, policies and practices.
- ⑩ Ensure teachers support and uphold the Academy's aims and policies at all times.



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### Operational:

- ⑩ Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims of the Academy and its policies.
- ⑩ In conjunction with subject leaders, monitor and evaluate standards of attainment through collecting, analysing and reporting on performance data.
- ⑩ Work with subject leaders to develop aims, objectives and strategic plans for the effective delivery of the curriculum.
- ⑩ Ensure all members of the faculty are familiar with the curriculum aims and objectives within the SIP.
- ⑩ Be responsible for health and safety practices in the curriculum area.

### Management of resources:

- ⑩ Work with the SBM to plan and allocate the curriculum budget to ensure value for money.
- ⑩ Monitor and review all resources used in the curriculum area in terms of quality, quantity and use, to improve the experience and outcomes of pupils, ensure efficiency and secure value for money.
- ⑩ Ensure the faculty's teaching commitments have been effectively and efficiently timetabled and resourced.
- ⑩ Provide all staff with the equipment and resources they need to help pupils learn effectively and ensure resources are used and returned properly.

### Teaching and learning:

- ⑩ Carry out class teaching duties as agreed.
- ⑩ Set high expectations which inspire, motivate and challenge pupils.
- ⑩ Implement and deliver an appropriately broad, relevant and differentiated curriculum that builds on pupils' prior knowledge.
- ⑩ Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring they are all able to progress to their potential.
- ⑩ Monitor and support the overall progress and development of pupils in line with the curriculum requirements.
- ⑩ Provide and contribute to oral and written assessments, reports and references relating to individual or groups of pupils.
- ⑩ Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback.
- ⑩ Develop assessment practices that are effective and support the teaching of the curriculum.
- ⑩ Use assessment of pupils' progress to inform future teaching.
- ⑩ Ensure good knowledge of the subject being taught.
- ⑩ Create an environment that focusses on pupils.
- ⑩ Ensure lesson subject matter is presented clearly, encouraging appropriate discussion about what is being taught.
- ⑩ Ensure pupils' understanding of the curriculum is checked systematically, misconceptions are identified accurately and feedback is clear and direct.
- ⑩ Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.

## Job Description



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- ⑩ Select resources that reflect the Academy's ambitious intentions for the subject, that support the intent of the planned curriculum and provide pupils with knowledge and skills for the future.
- ⑩ Ensure the work given to pupils matches the aims of the curriculum.
- ⑩ Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of departmental resources.
- ⑩ Share and support the Academy's duty to provide and monitor opportunities for personal, academic and spiritual growth.

### Additional duties:

- ⑩ Work with the SBM to plan and allocate the curriculum budget to ensure value for money.
- ⑩ Promote the work of the curriculum area, e.g. through parents' evenings and assemblies.
- ⑩ Work closely with subject leaders and support staff to promote inclusion, a positive ethos and personalised learning for pupils.
- ⑩ Attend all scheduled meetings for the curriculum area.
- ⑩ Adhere to the processes outlined in the Academy's Behavioural Policy, ensuring that challenging behaviour is dealt with appropriately.
- ⑩ Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focussed teaching.
- ⑩ Undertake additional duties as expected by the headteacher to ensure the effective running of the curriculum area.

*The Pope Francis Catholic Multi-Academy Trust and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Pope Francis Catholic Multi-Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that **the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.***

**Please see link to our school's Child Protection Policy here**

<https://stedmundarrows.greenhousecms.co.uk/Safeguarding-E-safety/>

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

# Person Specification



Applicants must meet all of the essential requirements for this post.

Qualifications and Professional Development	Essential	Desirable
QTS	X	
2:1 or above degree in the subject area or other relevant subject	X	
Have undertaken training relevant to the post		X
Hold a first aid certificate		X
Be willing to undertake further training relevant to the post	X	

Knowledge, Skills and Competencies	Essential	Desirable
Experience of teaching subject area in a school environment for four years, demonstrating exemplary practice	X	
Experience of assisting with the development of the curriculum in subject area	X	
Experience of leading or managing other staff members in a school environment		X
Experience of managing, monitoring and evaluating the quality of teaching and learning		X
Ability to contribute to whole-school self-evaluation	X	
Ability to assist in developing school policies	X	
Ability to effectively support pupil wellbeing and manage behaviour	X	
Ability to work with and support pupils of all abilities, including those with SEND	X	
Experience of managing, planning and record keeping, and how these can affect pupil outcomes	X	



Knowledge, Skills and Competencies	Essential	Desirable
Awareness of current developments in the national curriculum	X	
Awareness of school policies and procedures in general	X	
Knowledge of a range of effective teaching and learning strategies	X	
Ability to successfully plan and allocate a budget		X
Ability to organise and deliver staff training		X
Ability to assist with performance management reviews		X
Ability to use data analysis of assessment data to raise standards of achievement		X
Ability to display strategic management skills		X
Ability to analyse and interpret assessment data, form reports and suggest and implement changes based on these		X
Ability to maximise the potential of all staff		X

## Personal traits – The successful candidate will be

able to demonstrate leadership qualities by leading, motivating and working effectively with other members of staff

able to contribute towards strategies that aim to support the development of the school

able to effectively lead a large team of staff

able to communicate effectively using a range of methods

able to identify where working practices can be improved and develop actions plans based on this experienced in teaching using a wide range of strategies that meet differing learning styles and the needs of all pupils

able to effectively respond to challenges

able to effectively manage staff performance

able to effectively deploy and utilise resources

able to raise standards of achievement

able to uphold high standards of themselves, other staff and pupils



## Personal traits – The successful candidate will be

- excellent verbal and written communication skills
- excellent time management and organisation skills
- a flexible approach towards working practices
- high expectations of self and a desire to maintain professional standards
- the ability to work as both part of a team and independently
- the ability to maintain successful working relationships with colleagues
- a commitment to empowering and supporting others
- a commitment to promoting high quality and consistent practices
- a dedication to their professional development and that of others
- a commitment to the value and promotion of the curriculum area

*Applicants should be able to provide a wellconstructed and concise application providing demonstrable evidence of the essential requirements for the role.*

*The Trust Board and its Local Governing Bodies are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.*



# Pope Francis

Catholic Multi Academy Trust