

# Briefing Pack for Applicants Curriculum Leader Modern Foreign Languages



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**



# Contents

Section 1: Post Advertisement.....	1
Section 2: Letter from the Chief Executive – Bev Matthews.....	2
Section 3: Letter from the Headteacher .....	3
Section 4: About Handsworth Grange Community Sports College .....	4
Section 5: Job Description.....	5
Section 6: Person Specification.....	9
Section 7: The Appointment Process.....	11

**May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.**

## Section 1: Post Advertisement

**Post:** Curriculum Leader for Modern Foreign Languages  
**Pay scale:** Teachers Main Pay Range MPR/UPR Plus TLR2C £7,902 gross per annum  
**Contract:** Temporary for 1 year (maternity cover), full time  
**Start date:** 16 June 2025 - September start considered

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Handsworth Grange Community Sports College is an oversubscribed 11-16 school in the south-east of Sheffield. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint a Curriculum Leader for Modern Foreign Languages to lead our outstanding Modern Foreign Languages Department at Handsworth Grange Community Sports College.

Candidates are encouraged to have an informal discussion about the role with M Capaces Fabre - Curriculum Leader of MFL: [mcapaces@handsworth-mlt.co.uk](mailto:mcapaces@handsworth-mlt.co.uk)

**The closing date is 9am on Thursday 13 March 2025. Interviews will take place week commencing 17 March 2025.**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Home - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack are available on the school website [www.hgcsc.co.uk](http://www.hgcsc.co.uk)  
**Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.** Please provide telephone numbers and email addresses for yourself and referees.

## Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.



Bev Matthews  
**Chief Executive Officer**

## Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day.

To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange, we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse, and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values:

Together we:

- Be Brave
- Be Kind
- Be Present

We are currently on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and staff. We are passionate about our school and the progress of all our students, if you have the drive and determination to make a difference, this is the school to make that happen.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.


If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.



**Suzy Mattock**  
**Headteacher**

# Section 4: About Handsworth Grange Community Sports College

## OUR MISSION, VISION, VALUES

 <b>HANDSWORTH GRANGE</b> COMMUNITY SPORTS COLLEGE			
<b>Our Mission:</b> Exceptional education for every student, every day			
<b>Our Vision:</b> Our vision is focussed on learner outcomes, with an exceptional education we trust that every student will:			
- have the resilience, independence, determination and tools required to tackle obstacles. - acknowledge and celebrate their successes and the successes of others. - have high expectations of themselves and endeavour to meet these every day. <b>Be "Successful"</b>	- behave in a sensible and considerate manner. - move round school in a calm and safe way, ensuring everyone feels comfortable in school. - show respect to each other and feel valued and protected in school. <b>Be "Safe"</b>	- communicate with one another showing tolerance and understanding to the views of others. - talk and engage with others in a kind and thoughtful way. - celebrate other cultures and traditions. <b>Be "Sociable"</b>	
<b>Our Values:</b> Our values underpin all the work that we do and the decisions that we make:			
<b>Be "Brave"</b>	<b>Be "Kind"</b>	<b>Be "Present"</b>	
<b>We believe in:</b>			
demanding high levels of progress and achievement from all students	care and support to break down the barriers to learning	improving our students' vocabulary comprehension and reading skills	a broad and balanced curriculum that challenges everyone

## ABOUT US

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: Thank you for your interest in this role at our school.



**S Mattock**  
**Headteacher**

## Section 5: Job Description



# Minerva Learning Trust Job Description



**Minerva 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.**

<b>POST TITLE</b>	Curriculum Leader for Modern Foreign Languages
<b>GRADE/SALARY</b>	Teachers Pay Range- MPR/UPR
<b>HOURS/WEEKS</b>	Full-time, term time
<b>LOCATION</b>	Handsworth Grange Community Sports College
<b>RESPONSIBLE TO</b>	Assistant Headteacher
<b>RESPONSIBLE FOR</b>	Strategic leadership for the development and management of the MFL department.
<b>PURPOSE OF THE JOB</b>	<p>As a Subject Leader of Modern Foreign Languages, you will be responsible for the strategic development and day-to-day running of the department.</p> <p>This will include teaching and learning; the progress and attainment of pupil; the curriculum and leadership and management of the department</p> <ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li> <li>• To monitor and support the overall progress and development of students as a teacher and group tutor.</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student attainment and outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>To share and support the school and Trust’s ethos and culture toward providing and monitoring opportunities for personal and academic growth.</li> </ul>
<b>RELEVANT QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>A Degree in Relevant Field</li> </ul>

**SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

**MAIN DUTIES**

**RESPONSIBILITIES**

**1. Lead, manage and develop Modern Foreign Languages across the curriculum**

- To provide strategic leadership for the development and management of Modern Foreign Languages department.
- Have a clear understanding of the aims and purposes of Modern Foreign Languages, of how it contributes to school improvement and the personal development, well-being and achievement of pupils.
- To develop and lead a team of committed Modern Foreign Languages teachers with the expertise to provide a high quality programme, with regular meetings and delegation of roles, responsibilities and tasks.
- To keep abreast of local and national developments in Modern Foreign Languages.
- To manage the department’s capitation, resources, development and staff deployment in line with the School and Department Development Plans and national and local initiatives.
- To have an overview of, and make a contribution towards, the planning and delivery of continuous professional development and training related to teaching and learning across the school as it relates to knowledge, understanding and skills of Modern Foreign Languages.

**2. Managing teaching & learning**

- Demonstrate and evidence good teaching ability; to be able and willing to share with, support and motivate colleagues.
- Create a safe and supportive classroom environment through the development of ground rules with each group of pupils.
- Discuss, develop and disseminate best practice in teaching & learning.
- Ensure teaching programmes include a wide range of approaches and activities for pupils and that staff have the skills and experience to lead them effectively.
- Help staff to select activities and resources that meet the intended learning outcomes of the programme and the needs of the pupils.
- Ensure lessons reflect all aspects of difference and diversity within the classroom and community.



- Provide a range of assessment activities that teachers can use to assess achievement of different outcomes, taking account of skills development, as well as gaining knowledge.
- Place an emphasis on pupil reflection and self-assessment as the foundation of learning in Modern Foreign Languages.

### **3. Impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils**

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated Modern Foreign Languages curriculum for pupils.
- To identify clear, appropriate targets for attainment and/or achievement in Modern Foreign Languages.
- To monitor, assess, evaluate and record pupil progress and achievement against agreed targets.
- To ensure the planning and delivery of appropriate and timely interventions for pupils.
- To develop evaluation strategies that contribute and link to overall school self-evaluation procedures.

### **4. Leading, developing and enhancing the teaching practice of other staff**

- To establish and maintain common standards of practice across Modern Foreign Languages teaching and develop the effectiveness of teaching and learning styles.
- To plan and implement strategies to improve teaching where needs are identified.
- To provide induction, support and monitoring of new staff.
- To act as a performance management team leader for identified staff.
- To ensure all staff in school are familiar with the aims and objectives of Modern Foreign Languages.

- 

### **5. Transition**

To liaise, where appropriate and possible, with primary partner schools to:

- Co-ordinate, develop and monitor progress in Modern Foreign Languages throughout transition.
- Plan, coordinate & develop shared teaching & learning across the schools throughout transition.
- Liaise with outside agencies and other post-16 providers e.g. Sheffield College, to facilitate effective progression

## **SAFEGUARDING**

To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

## **OTHER SPECIFIC DUTIES**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.

- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

To liaise with other appropriate colleagues to ensure that authorised Modern Foreign Languages activities both on and off the premises meet all health and safety requirements.

To develop and support partnerships with parents e.g. ensuring appropriate and early contact and liaison, facilitating parental support and involvement, re-enforcing school expectations, homework policy and examination requirements.

To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.

To act as a role model of good practice for other teachers within the department and across the school e.g. in professional conduct, in teaching and learning, in management of pupil behaviour, in relationship with colleagues both in and outside of school etc.

To lead or contribute towards additional tasks or strategies related to the School Development Plan and school improvement as agreed with the LT Line Manager e.g. leading or participating in a Working Group, reviewing/creating policies and procedures, leading or contributing to in-school CPD activities.

To participate in school quality assurance procedures e.g. lesson observations.

## **GENERAL**

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

## Section 6: Person Specification



# Minerva Learning Trust Person Specification



### Post title: Curriculum Leader for Modern Foreign Languages

#### Minimum Essential Requirements

#### Method of Assessment

#### QUALIFICATIONS AND TRAINING

Qualified Teacher Status.	AF/I
Degree in related Subject.	AF/I
Ability to teach Spanish up to KS4.	AF/I
Ability to teach French at KS3 would be an advantage.	AF/I

#### KNOWLEDGE AND EXPERIENCE

Knowledge of the Key Stage 3 and 4 subject requirements.	AF/I
Experience of working in a secondary education environment.	AF/I
A thorough knowledge and understanding of the subject area.	AF/I/A
Knowledge of the requirements of the National Curriculum as applied to the subject area.	AF/I/A
Understanding of and experience of applying a range of appropriate assessment techniques.	AF/I/A
Experience of delivering good classroom management in secondary education.	AF/I

#### SKILLS

Prior experience with online learning environments and associated programmes.	AF/I
Experience of effectively using ICT in the classroom.	AF/I
Knowledge and understanding of the contribution their subject specialism makes to meeting present/future needs of young people.	AF/I
Capacity to motivate, inspire and challenge young people.	AF/I
Capacity to manage the learning environment and pupil behaviour in a manner, which is conducive to productive learning for all pupils.	AF/I
Ability and commitment to supporting both literacy and numeracy strategies alongside their specialism/s.	AF/I
Ability to inspire confidence in and establish excellent relationships with pupils, teachers and parents.	AF/I
Excellent communication, planning and organisational skills.	AF/I/AA
Ability to effectively deploy a range of teaching and learning styles to suit the nature of the course content and the ability and attainments of pupils.	AF/I

#### PROFESSIONAL DEVELOPMENT

Evidence of a commitment to continuing professional development.	AF/I
--	------

Willingness to actively participate in professional learning.	AF/I
Willingness to stay abreast of national developments in education and contribute to developing resources and pedagogy to reflect the changing landscape.	AF/I
<b>QUALITIES AND ATTRIBUTES</b>	
High expectations of self.	AF/I
The ability to act on advice and be open to coaching.	AF/I
The ability to motivate others.	AF/I
The ability to remain calm and diffuse situations.	AF/I
A commitment to support the Trust and the school's aims, vision and ethos.	AF/I
Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion.	AF/I
Energy and commitment to professional responsibilities and to the betterment of all pupils.	AF/I
A willingness to contribute to the wider life of the school.	AF/I
<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

**Key:** AA = Assessed activity  
AF = Application form  
I = Interview  
R = Reference

## Section 7: The Appointment Process

These notes are intended to guide you when making an application.

### 1. The Application Form

You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

### 2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

### 3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

### 4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

### 5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

## 6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

## 7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to the Headteacher's PA [akeeton@handsworth-mlt.co.uk](mailto:akeeton@handsworth-mlt.co.uk)

## 8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

## 9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

## 10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

## 11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to [akeeton@handsworth-mlt.co.uk](mailto:akeeton@handsworth-mlt.co.uk) by the closing date.