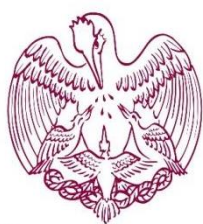




## DEPUTY HEAD OF MODERN FOREIGN LANGUAGES



Sawston  
Village College

### Candidate Information Pack





## **Contents**

Page 3	Welcome from Chief Executive Officer
Page 4	Anglian Learning, a unique multi academy trust
Page 6	Sawston Village College – about our school
Page 8	Job Advertisement
Page 11	Job Description
Page 14	Person Specification

## Welcome from the Chief Executive Officer

Thank you for your interest in the position of Deputy Head of Modern Foreign Languages at Sawston Village College, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and ten primary schools, the latest to join our community being the new Wimbish Primary Academy in September 2023. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most important resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact HR team via email at [recruitment@sawstonvc.org](mailto:recruitment@sawstonvc.org).

I hope that you find the following information useful. If you wish to visit our school or make an application for this vacancy, please see the contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin  
Chief Executive Officer



## Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work – to be the very best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow and thrive in the local, national and global community in which they live and will work.

Currently, the Trust educates more than 8000 pupils and employs over 1000 members of staff in 16 schools across three counties, with a 17<sup>th</sup> school due to open in the near future. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sports centres, under the banner of Anglian Leisure.

We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education, and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely with other trusts to provide professional qualifications in addition to our own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work
- ✓ Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

### Our four core values and principles guide our work to achieve our vision:



#### Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



#### Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



#### Empowerment

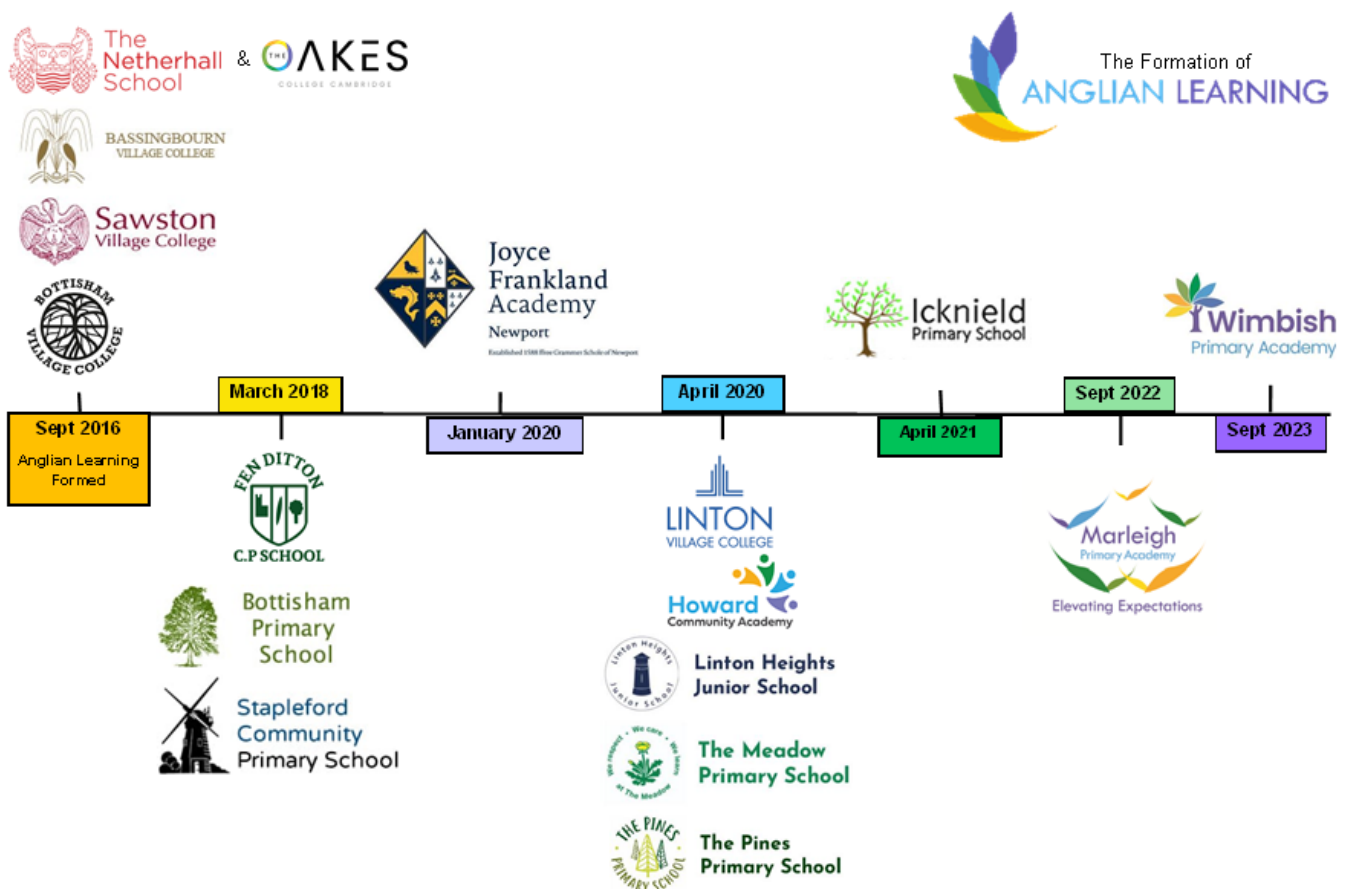
We enable our academies, staff and learners to embrace new ideas and think creatively



#### Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting

It is an exciting time to join our growing community of schools.



We are committed to providing outstanding academies which are a source of pride for the communities that they serve.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high-quality professional learning opportunities for staff at all levels in the Trust.



## **Sawston Village College**

Thank you very much for your interest in a position at Sawston Village College. We sincerely hope that the information below and enclosed within this pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued, and all contribute to our strong caring ethos. The College is named the State 11-16 Secondary School of the Year in The Sunday Times Parent Power list (The Sunday Times, 8 December 2024). Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. We ensure our staff have the resources, development and opportunities to fulfil their roles and responsibilities. Staff wellbeing is vital to our success, and we consider workload and the working environment very carefully. We want staff to feel happy, secure and enjoy their work.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the culturally iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England, and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Many members of the local community visit each week to participate in learning, sporting or leisure activities. We are proud to be a member of Anglian Learning, a family of like-minded schools serving over 8000 pupils from ages 3-19 in this region.

Our focus is the achievement and wellbeing of our 1180 pupils within a school culture based on community, ambition, respect and endeavour. In 2024, the College achieved above national averages at all levels including 73% gaining grade 5+ in English and Maths, 47% at grade 7 or above across all subjects and a very positive P8 score. Pupils secure their preferred post-16 pathway having achieved grades significantly well above average. Academic success, of course, is only one measure and, as an Artsmark Platinum accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and hope for the future. Our code of conduct demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and staff well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupils to feel safe and happy. We provide outstanding pastoral care of our young people. Each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

Sawston Village College, as noted by our recent Ofsted report in May 2023, is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. Our staff surveys are highly positive and reflect the care and attention we pay to looking after staff and making the College the success it is for staff and pupils alike. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell  
Principal



## Deputy Head of Modern Foreign Languages

**Location:** Sawston Village College

**Contract Type:** Permanent

**Hours:** Full-time Teacher, Term-Time **Working Pattern:** Monday to Friday

**Basic Salary:** Classroom Teacher Pay Scale M1 (£31,650) to U3 (£49,084), plus TLR 2.1

Sawston Village College is a very successful school and part of Anglian Learning, a high-performing multi-academy trust responsible for 16 schools in West Suffolk, Cambridgeshire and Essex, educating over 8000 pupils and employing more than 1000 staff.

Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

We are committed to making Anglian Learning a place where everyone feels valued and has equal access to the opportunities our Trust offers. We are always open to discussing flexible working opportunities or making adjustments to ensure you thrive in your role with us.

### The Vacancy:

We are now seeking to appoint an enthusiastic, creative and inspirational teacher to join our successful team to share their love of modern foreign languages with our pupils. You will be able to teach French and Spanish at KS3 with at least one to GCSE. The ability to teach German would be an advantage but is not essential. The post is available from September 2025.

Many pupils at the College choose to study languages at GCSE, despite it being optional, because of the enjoyable and positive experience they have of the subject; the department is also renowned for the opportunities available to pupils for residential trips abroad. The MFL team is characterised by its supportive and friendly ethos.

This post will provide the successful applicant with a wealth of opportunity to develop their classroom practice and career. Applications are welcomed from Early Career Teachers, as well as those with more experience looking for their next position in a department and school with aspirations for excellence for all.

Languages teachers in Cambridgeshire may be eligible for [early-career payments](#) worth up to £7,500 and/or be eligible to [claim back student loan repayments](#).



## Department Profile

The Modern Foreign Languages Faculty comprises five staff who are extremely dedicated and work together as a cohesive team achieving good results.

We have high expectations of all pupils and create a working climate in our classrooms to encourage all pupils to fulfil their potential. At the centre of our work is a focus on high quality, effective teaching and learning. We are committed to providing and encouraging high levels of challenge, feedback, pupil independence and engagement in all our lessons.

As part of the curriculum we offer pupils three languages: French, Spanish and German. Pupils in all year groups can also study Italian (at Beginner, Intermediate or Advanced level) in extra-curricular classes, which can lead to a full GCSE qualification.

On entering the College, Year 7 study either French or Spanish. In Year 8, some pupils will also study German in addition to the language that they learnt in Year 7, according to their ability and motivation.

At Key Stage 4, pupils are encouraged to choose to study at least one foreign language. Pupils follow the AQA GCSE syllabus. At Key Stage 3, we have redeveloped our pedagogy and currently use a combination of NCELP resources and sentence-builder activities. A number of pupils also study two languages to GCSE level and many continue to study at least one language to A level.

The Faculty also runs foreign trips. Our Year 8 Spanish pupils are going to Barcelona this June whilst the Y8 French pupils are visiting Paris. We are hoping with time to build more residential trips, ideally exchanges, at Key Stage 4.

Thank you for taking the time to consider joining the MFL Team. We hope that this outline has given you an overview of the department.

## Employee Benefits

Anglian Learning offers the following benefits to staff.

- Teachers: Teachers' Pension Scheme
- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all [Anglian Leisure](#)'s Sports Centres - *Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall*
- 20% Discount on Adult Education Classes run by Anglian Learning Schools
- Employee Assistance Programme via Health Assured
- Cycle To Work Salary Sacrifice Scheme
- Discounted Eye Care Vouchers
- Annual Flu Jab Vouchers

## Application process

If you have any enquiries regarding this opportunity, or you would like to arrange a visit to our school please contact the HR team at [recruitment@sawstonvc.org](mailto:recruitment@sawstonvc.org)

To apply for this vacancy please complete the application process via our website at <https://sawstonvc.org/vacancies/>, outlining how your skills and experience will enable you to be successful in this role. Please note that CVs will not be accepted.

If for any reason you need to apply via an alternative accessible format, please contact us by emailing [recruitment@sawstonvc.org](mailto:recruitment@sawstonvc.org)

**Closing date:** Tuesday 4 March 2025 at midnight  
**Interview date:** Wednesday 12 March 2025 (to be confirmed)  
**Start date:** Monday 1 September 2025

Please note that applications are reviewed upon receipt, and we reserve the right to interview prior to the advertised date.





**Sawston**  
Village College



## Job Description

### Deputy Head of Modern Foreign Languages

**Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.**

This job description is set in the context of the Teachers' Standards, which may be found at <https://www.gov.uk/government/publications/teachers-standards>.

<b>Core Purpose</b>	To deputise for the Head of Department as required and to contribute to raising the standards of achievement for all pupils in Modern Foreign Languages through the development of high-quality teaching and learning and an engaging, relevant and exciting curriculum.
<b>Reporting to</b>	Head of Modern Foreign Languages
<b>Responsible for</b>	Modern Foreign Languages teaching team and other relevant personnel within the faculty
<b>Liaising with</b>	Principal, Senior Leadership Team, other subject leaders, year leads and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents
<b>Salary/Grade</b>	Classroom Teacher Pay Scale M1 (£31,650) to U3 (£49,084), plus TLR 2.1

<b>Key Tasks</b>	
<b>Teaching</b>	<ul style="list-style-type: none"> <li>To undertake a designated programme of teaching.</li> <li>To ensure a high-quality learning experience for pupils which meets internal and external quality standards.</li> <li>To teach pupils according to their educational needs, including the setting and marking of work carried out by the pupil in school and elsewhere.</li> <li>To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.</li> <li>To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> <li>To ensure that Literacy, Numeracy and school subject specialisms are reflected in the teaching/learning experience of pupils.</li> <li>To ensure that pupils have the opportunity to further their experience of ICT within the subject area and to assess their competence and progress with this skill set.</li> <li>To prepare and update subject materials.</li> </ul>

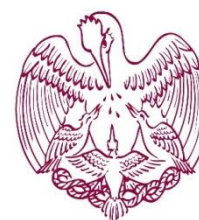
<b>Key Tasks (continued)</b>	
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To use a variety of delivery methods which stimulate learning appropriate to pupil needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
<b>Curriculum provision</b>	<ul style="list-style-type: none"> <li>• To assist the Head of Department and Senior Leadership Team to ensure that the curriculum area provides a range of teaching that complements the school's strategic objectives</li> </ul>
<b>Operational/ strategic planning</b>	<ul style="list-style-type: none"> <li>• To make a positive contribution to the work of the department, assisting in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies and taking responsibility for particular facets of the department's work.</li> <li>• To contribute to the curriculum area and department's development plan and its implementation.</li> <li>• To plan and prepare courses and lessons.</li> <li>• To contribute to the whole school's planning activities.</li> </ul>
<b>Improving standards of achievement levels of progress and competency in MFL</b>	<ul style="list-style-type: none"> <li>• Support the Head of Faculty in ensuring that the quality of teaching and learning is the main focus for all work in MFL, implementing best practice in the subject and whole school policies and initiatives so that all teaching is excellent.</li> <li>• Take responsibility for recording and reporting pupil attainment including the preparation of data for examination and test entries in good time.</li> <li>• Ensure that the work of the faculty is stimulating and engaging for all pupils and encourage pupils to continue with Languages at Key Stage 4</li> </ul>
<b>Supporting self-evaluation, quality assurance and strategic development</b>	<ul style="list-style-type: none"> <li>• Contribute to accurate self-evaluation of the faculty's performance through regular lesson observations, work samples, pupil voice and other mechanisms.</li> <li>• Develop, maintain and promote strong partnerships with parents to support teaching and learning.</li> <li>• To undertake work as set and directed by the Head of Department and to contribute to the effective leadership and management of the department.</li> </ul>
<b>Support staff development</b>	<ul style="list-style-type: none"> <li>• To promote and develop the shared ethos, vision and ambition for MFL and whole school improvement with the faculty team, establishing the faculty as a beacon of best practice in the school and locally.</li> <li>• Act as a role model for good and outstanding classroom practice for other teachers and maintaining personal expertise in MFL teaching, sharing knowledge, understanding and skills with colleagues.</li> <li>• To support the coaching and mentoring of teachers within the department to develop innovative teaching and learning practices and to contribute to the review of staff performance, recognising and celebrating success and being prepared to address robustly any underperformance.</li> </ul>

<b>Support staff development</b>	<ul style="list-style-type: none"> <li>• Demonstrate positivity, professionalism and the ability to motivate colleagues and pupils.</li> </ul>
<b>Contribute to pupil wellbeing and their SMSC development</b>	<ul style="list-style-type: none"> <li>• Help maintain a safe and productive learning environment for all pupils, dealing with discipline issues in accordance with the College's behaviour policies.</li> <li>• Instil a sense of pride, worth and achievement.</li> <li>• Promote and lead social, moral, spiritual and cultural opportunities, including those which are extra-curricular in nature.</li> <li>• Always promote and maintain the College's child protection and safeguarding policies and procedures.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Contribute to the strategic development of the faculty, helping to develop, implement and evaluate systems, policies and procedures.</li> <li>• Evolve and develop personal leadership skills, contributing to whole school initiatives as appropriate.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and pupils to follow this example.</li> <li>• To take responsibility for a mentor group as appropriate, actively promoting the whole school and specific year group aims and objectives.</li> <li>• To contribute to the MFL department's extracurricular provision, including foreign trips.</li> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils.</li> </ul>

<b>Other Specific Duties</b>
<ul style="list-style-type: none"> <li>• To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person, and attend compulsory safeguarding training as a priority of your role.</li> <li>• To continue personal development as agreed</li> <li>• To engage actively in the performance management process</li> <li>• To undertake any other duty as specified by STPCD not mentioned in the above</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> <li>• This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</li> </ul>

## Person Specification

### Deputy Head of Modern Foreign Languages



**Sawston**  
Village College

**Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.**

<b>Education and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Good honours degree in a Modern Foreign Language	✓	
PGCE or recognised teaching qualification	✓	
Higher degree at Masters level or above		✓
GCSE grade C or higher in Maths and English	✓	
Recent experience of teaching French and Spanish to at least GCSE or equivalent level	✓	
Experience of teaching German at KS3 and/or KS4		✓
Department or whole school leadership experience		✓
Experience of involvement in extra-curricular language activities, for example residential trips and visits abroad		✓
Evidence of the successful use of ICT within teaching and learning		✓
Excellent teaching, pastoral and behaviour management skills leading to evidence of excellent pupil outcomes	✓	
Excellent use of AfL strategies in teaching and learning within the classroom	✓	
A personal commitment to the continuing development of teaching skills in order to have a positive impact on student outcomes	✓	
Evidence of planning schemes of learning and/or lesson sequences	✓	

<b>Professional Qualities</b>	<b>Essential</b>	<b>Desirable</b>
An excellent communicator who is able to work effectively with pupils, parents, colleagues and outside agencies	✓	
Excellent classroom practitioner with evidence of setting appropriate expectations to advance learning and engage and motivate pupils	✓	
Ability to establish productive working relationships and work well in a team	✓	

<b>Professional Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Excellent subject knowledge and is aware of best practice in Modern Foreign Languages teaching, including effective use of AfL	✓	
An ability to lead, manage and take responsibility for projects	✓	
Able to inspire, coach, support and challenge colleagues to develop their teaching skills	✓	
Able to articulate and demonstrate high expectations for language provision	✓	
Able and willing to contribute to the wider school improvement agenda		✓
Able to question and critically evaluate developments whilst remaining supportive of final decisions and outcomes	✓	
Able to inspire and enthuse young people about the relevance and importance of learning languages in the modern world	✓	
An awareness of new technologies, their use and impact		✓
An excellent communicator, both orally and in writing	✓	
Commitment to the promotion of equal opportunities for all	✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Enthusiasm, resilience, energy and personal dynamism	✓	
Approachable, friendly and patient	✓	
Able to prioritise and meet deadlines	✓	
Good sense of humour		✓
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues, parents and children	✓	
High level of integrity, honesty and fairness	✓	
Demonstrate personal enthusiasm for the learning process and a passion for making a difference	✓	

January 2025