



# Director of MFL

*1st September 2023 start date*

*Closing date: 5pm, Sunday 16th April*



Reach Academy Feltham  
exists to transform the  
lives of our pupils by  
giving them the skills,  
attitudes and attributes to  
flourish in any career and  
live happy and healthy  
lives, full of choices and  
opportunities.

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**Tutor  
Fellow**

**Assistant  
Headteacher**

**Claire Couves**



*"I get to work with a team of incredible teachers and leaders who are committed to achieving our shared vision. I am constantly inspired by my colleagues and supported to develop."*



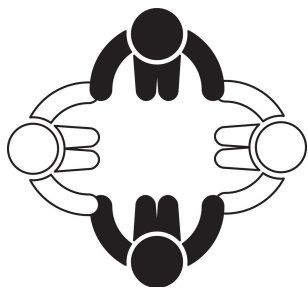
*"The mission and ethos of Reach Academy permeates everything that we do.*

*There is a genuine can-do attitude amongst staff that makes Reach a fun place to work.*

*If you are passionate about making a difference, then Reach is the place for you."*



**Juan Pedroza,**  
Volunteer at Reach (2012)  
to Head of Phase 1 (2021)



We work as a **team** to ensure the best education for our children.



We strive to be better everyday. Weekly **coaching** is key to this.



We take care of each other. We welcome **flexible** work & families.



43%

of pupils are eligible for the  
Pupil Premium Grant.

36%

of pupils are eligible for  
Free School Meals.

52%

of pupils have English as  
an Additional Language.

With only 60 pupils per year group our school is **SMALL**

We educate children from the age of 2-19 years

**ALL-THROUGH**

For all children we have unashamedly **HIGH**

**EXPECATIONS**

We train teachers to be <sup>6</sup> the very best **THEY CAN BE**

# JOB DESCRIPTION

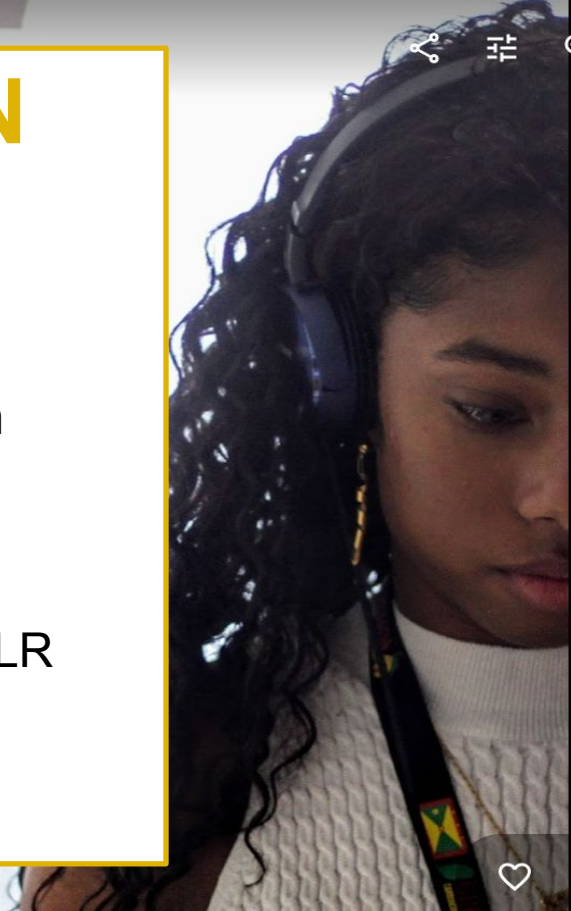
## Director of MFL

**Reports to:** Senior Leadership Team

**Start date:** September 2023

**Salary:** Inner London Mainscale + TLR

**Contract term:** Permanent



## The Role

We are seeking a committed and thoughtful leader to build on the progress made in the MFL department across the school, building on the work already completed to provide a coherent and rigorous curriculum from our youngest pupils all the way to our A-Level pupils. We have high levels of attainment and an excellent attitude to the subject, as shown by the vast numbers of pupils choosing to study MFL related degrees.

The successful candidate will set the vision and direction for the department and be responsible for ensuring that our curriculum is aligned to excellence at A-level and beyond. They will be a committed teacher with leadership experience and a track record of leading pupils to achieve great results.

This is a Middle Leadership Role responsible for driving exceptional pupil outcomes in Spanish and French. Your purpose is to provide pupils with the skills, attitudes and academic qualifications to flourish in life beyond school, and encourage high levels of language learning from Year 3 to year 13.

## Responsibilities

- You raise standards within MFL, especially for vulnerable pupils.
- You are responsible for pupil outcomes in MFL from Phase 2 to Phase 5.
- You set a clear and aspirational direction for the MFL team in line with school priorities and communicate this effectively and frequently, including through meetings and a staff handbook.
- You make decisions that support the team to maximise their impact on pupil progress.
- You create a culture of ongoing CPD for colleagues within MFL, both delivering CPD and supporting others to take ownership of their own development.
- You drive excellence subject knowledge of MFL across the school.
- You take responsibility for an ongoing excellent quality of teaching and drive pupil learning within subject area(s), including the provision of quality coaching for team members.
- You are responsible for continual curriculum evaluation and improvement to drive outcomes across primary and secondary.
- You collate progress summaries at the end of each cycle and draw up an action plan as a result.
- You oversee the organisation of curriculum enhancements, including trips, extra-curricular and other opportunities.
- You manage the resources of your department to ensure that spending is used efficiently to support the progress of all students.
- You hold your team to account for performance, meeting deadlines and conduct.
- You use links with parents, and other agencies where appropriate, to effectively support pupils.
- You work closely with the inclusion team to ensure that vulnerable pupils are receiving the support they need to excel.
- You ensure that culture, joy and behaviour in lessons is excellent and that all staff are skillfully applying the school policies and practices.
- You act as a role model for colleagues and pupils at all times.
- You are a visible presence around the school building, solving problems and taking initiative.
- You share your knowledge and expertise to improve outcomes across the school.

## Teaching staff, Secondary - Main Responsibilities

### In the classroom

- You actively create a strong classroom culture by building strong relationships with pupils, having an organised classroom environment and bringing a sense of joy to your work.
- You foster pupil collaboration and a high level of engagement in lessons.
- You use assessment information in the classroom to inform teaching, checking and intervening to address barriers to learning and misunderstanding and using feedback and self and peer assessment to ensure that pupils know where they are and what they need to do to progress.



- You set homework in line with the school policy.
- You plan backwards from the intended outcome at the medium term and lesson level, ensuring that the needs of all learners are met.
- You deliver lessons that offer clear instructions and modelling, opportunities for pupils to practice and strong consistent routines throughout.
- You carry out form tutor duties with care and diligence, carefully crafting a supportive, trusting and honest relationship with tutees and their families which drive progress towards the school vision and upholds high standards.

## **Around the classroom**

- You support pupils, especially those who are vulnerable, to make excellent progress in line with the school vision.
- You set a clear path for pupil outcomes that fits with the school's vision and the pupils flight-plan that drives planning and curriculum design throughout the year.
- You use a range of assessment tools to know clearly where pupils are in their learning, what they need to do next and how to effectively support them, at the individual, group and class level.
- You constantly seek to develop professional understanding around all aspects of the role, including subject knowledge, understanding of child development, attachment and specific areas of AEN.
- You work closely with families to support them to effectively support their children, operating with sensitivity, empathy and high expectations.

## **Beyond the classroom**

- You support learning beyond the classroom by organising trips and supporting extra-curricular activities wherever relevant.
- You will support pupils in all aspects of their conduct around the school by carrying out duties and other responsibilities.
- You work closely with colleagues, supporting their development and the progress of all pupils.
- You will formally report to parents on the progress of their child in line with the calendared contacts and at regular intervals informally.
- You will participate in school events such as the Summer Fair in order to support the wider school community.
- You will actively seek to promote the work of The Reach Children's Hub where it will benefit your pupils.
- You follow all school practices and protocols relating to Safeguarding and Child Protection.
- You act as a guardian to and steward of the building and the community, ensuring that resources are taken care of.
- You take responsibility for your own development, seeking opportunities to learn, grow and lead.
- You set goals that are driven by the school priorities and you regularly evaluate progress against your goals, seeking feedback and adjusting your course where necessary.

# Person Specification

- QTS and a good honours degree (R);
- At least two years teaching experience at Secondary level (R);
- Values driven (R);
- Strong and evidenced teaching ability, focused on excellent outcomes for all, especially the most vulnerable (D);
- Excellent communication, interpersonal & organisational skills (D);
- Excellent analytical numeracy and literacy (D);
- Proven ability to motivate others towards an aspirational goal (D).

**We will invest in any necessary training for you.**




*R = Required*  
*D = Desired*

Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.







“My favourite thing about Reach Academy is the teachers. They are all so dedicated and supportive and you can really feel it around the school.”

**Keira**





# Safer recruitment

**Reach Academy is committed to safeguarding and promoting the welfare of children and young people.**

**In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.**

**Disclosure** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

**Interview** Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

**Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

**Online Searches** Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

**Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

**Equal Opportunities** Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

**If you require assistance in reading this information or in completing the application form, please contact [recruitment@reachacademy.org.uk](mailto:recruitment@reachacademy.org.uk).**

# JOIN OUR TEAM



Reach Academy  
**Feltham**

[recruitment@reachacademy.org.  
uk](mailto:recruitment@reachacademy.org.uk)