



# Candidate Pack

## Director of MFL Candidate Pack



PONTEFRACT  
ACADEMIES TRUST



# Welcome

## Welcome from the CEO and context for this appointment.

Dear applicant,

Thank you for registering your interest in joining Pontefract Academies Trust. I hope the information provided will interest you and help you with the application process. Pontefract Academies Trust is a cross-phase Multi Academy Trust comprising of seven primaries and two 11-16 secondary schools. Currently our schools are located within Pontefract and South Kirby, with pupils drawn from the local community including different catchment areas.

The Trust has moved forward at some pace since 2018. The turnaround in performance of all our schools and the development of a culturally aligned organisation has seen the Trust develop a strong reputation locally and regionally. The Trust is financially solid and sustainable, with a strong and growing reputation for school improvement across the region.

We are seeking an exceptional and experienced MFL leader to join the Pontefract Academies Trust as Director of Modern Foreign Languages. This unique opportunity will see you leading the MFL departments across two successful secondary schools—Carleton High School and The King's School.

Reporting to the Director of School Improvement, you will be responsible for the strategic development of MFL across the Trust, ensuring high-quality teaching and strong results at both secondary schools. We are looking for enthusiastic individuals to make a meaningful impact, who resonate with our guiding principals and values. We want to hear from flexible people ready to dive into this exciting role. As a Trust with a strong family of schools serving Pontefract, we take pride in our work, driven by a deep moral commitment.

**Best wishes,**

**Julian Appleyard OBE**  
CEO

## About the Trust.

### Achievement Without Excuses.

We have an unwavering focus on achievement. This is paramount so that all of our children and young people enjoy greater life chances.

We take responsibility for ensuring that they succeed. We own our own performance and do not rest on our laurels or seek to blame others.

### Excellence As Standard.

We set high standards. "Good enough" is simply not. We do not accept second best from our students or ourselves.

The Trust aims to be a highly reliable school improvement organisation that is disciplined in its approach to improving performance. A Trust with clear plans and simple and precisely executed systems that not only develop and sustain excellent performance, but never stifle individual flair.

### Stronger As One.

We take collective responsibility for each other and the results of all of our children and young people. We enjoy sharing our success as a Trust while recognising the strengths of individuals and each school. To this end, collective accountability is rooted in a "if one fails we all fail" mentality.

As a family of schools we collaborate with each other, challenge each other and share best practice. We do not let competition get in the way of our desire to get the best outcomes for all.

## Our Mission.

Running top-quality, high-achieving schools that give our children and young people the chance in life they deserve.

## Our Vision.

Where every child and young person makes outstanding progress.

### Our People Matter.

We know that our people make a difference to the lives of our 3-16-year-olds. We want to make our schools places where great teachers want to teach, lead and build a career. Investment in the recruitment, development and retention of the best people is a top priority.

We aim to provide professional work environments where our people have the support and tools to do a great job and push our children and young people to scale new heights in a safe and secure environment.

### Students Come First.

Our schools are run for the benefit of children and young people, not the ease of adults. Their achievement comes first and staff in schools and the central Trust office work to this end.

The Trust aims to keep low priority tasks away from front line teachers and leaders so that they can focus explicitly on our core business of teaching and learning.

# Our Schools.

The Pontefract Academies Trust family includes a range of schools across Pontefract. We provide education from nursery, through primary and secondary.

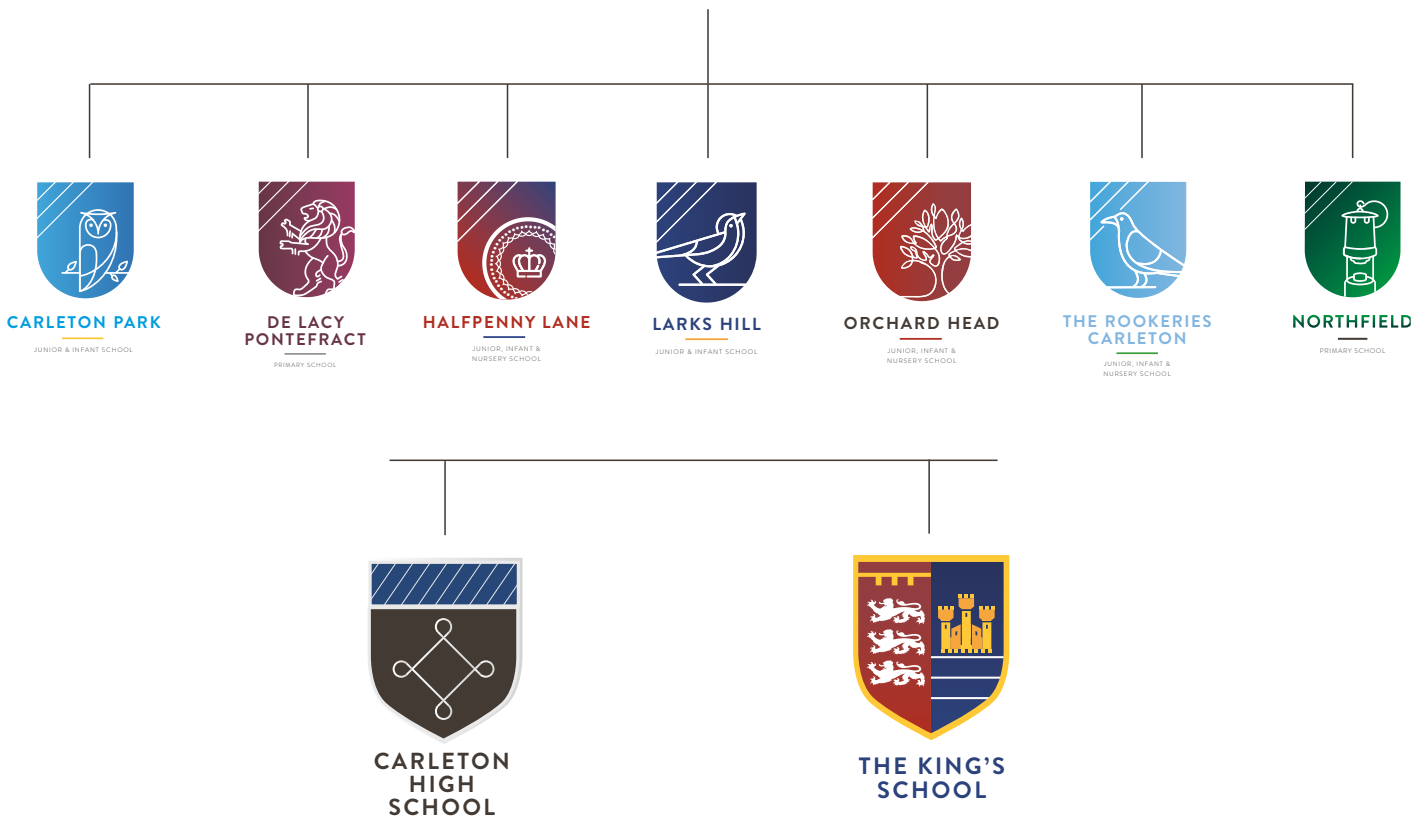
Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children and young people.

9 SCHOOLS

# ONE TRUST



**PONTEFRACT**  
ACADEMIES TRUST



# Job Description: Director of MFL

Accountable to:	<b>Director of School Improvement</b>
Salary:	<b>Leadership L8 – L12</b>
Hours:	<b>Permanent – Full time</b>
Location:	<b>The Barracks Business Centre, Wakefield Road, Pontefract, WF8 4HH</b>

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## The Role

We are seeking an exceptional and experienced MFL leader to join the Pontefract Academies Trust as Director of Modern Foreign Languages. This unique opportunity will see you leading the MFL departments across two successful secondary schools; Carleton High School and The Kings School. You will be responsible for the strategic development of MFL across the Trust, ensuring high-quality teaching and strong results at both secondary schools.

This role is perfect for an experienced MFL middle leader who is looking to expand their influence and take the next step in their leadership career, leading a larger team across multiple schools.

## Key Responsibilities:

- Provide strategic leadership for the MFL departments across Carleton High School and The King's School.
- Teach Spanish at both schools, demonstrating outstanding classroom practice and a passion for language learning.
- Drive academic excellence, with a proven track record of securing strong individual and departmental outcomes.
- Mentor, coach, and inspire MFL staff across both schools to raise standards and outcomes for all students.

## The Ideal Candidate Will:

- Be an outstanding MFL practitioner, with a focus on Spanish, and a proven record of delivering strong individual student results.
- Have significant experience in leading and managing a high-performing MFL department, with a demonstrated ability to secure strong outcomes at a departmental level.
- Be ready for a step up to a more strategic role, with responsibility for developing MFL across two schools within a Trust.
- Possess excellent communication, organisational, and interpersonal skills.

## About The King's School and Carleton High School

As a proud member of Pontefract Academies Trust, The King's School and Carleton High School are renowned for their strong reputation for educational excellence and consistently achieving strong academic results.

The King's School, established in 1139, has stood as a pillar of educational excellence for nearly nine centuries, embodying a rich tradition of learning and achievement. Carleton High School, on the other hand, was recognised as the 'Most Improved Secondary School in the North of England,! Located just two minutes apart, both schools offer a premier learning environment to the young minds of Pontefract and beyond.

Though The King's School is rich in history and Carleton High School has a modern edge with a state-of-the-art new build arriving in 2025, both schools share the same ethos. They are not just educational institutions, but caring, high-performing environments where students grow into their best selves, embracing the core values of respect, determination, excellence, and responsibility.

## Professional Development & Benefits

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

In addition to the opportunities for career development and progression, we also offer a strong and supportive benefits package which includes:

- Excellent pension schemes with generous employer contributions.
- A Comprehensive Wellbeing Programme with 24/7 access including physiotherapy, virtual GP appointments, fitness advice and counselling.
- Generous annual leave entitlements increasing over time.
- Supportive family friendly policies with a focus on employee work/life balance.
- Cycle to work schemes.
- Affiliated discounts at 100s of retailers.

Plus, many more!

## Job Description

- To strategically lead the direction and development of the Modern Foreign Languages (MFL) curriculum.
- To raise standards of student attainment and achievement within MFL by ensuring the provision of an appropriately ambitious and engaging curriculum for all students.
- To raise standards of student attainment and achievement across the Trust by:
  - Providing strategic leadership for teaching and learning, setting clear direction and effective management of all teachers of MFL across the Trust.
  - Establishing systems for quality assurance to inform a positive culture of self-review and improvement.
  - Leading innovation and development of teaching and learning through new technologies and cutting-edge research.
- To effectively evaluate the impact of the above points, and strategically plan for improvement by managing and deploying all financial and physical resources within the area and across the Trust.

## Key Responsibilities and Accountabilities

### Key Duties and Responsibilities

#### Teaching and Learning

- Providing strategic leadership across the MFL curriculum area in accordance with strategic priorities of the Trust.
- Strategically lead on the development of teaching and learning for all staff, by developing and enhancing the teaching practice of all colleagues within the area, implementing improvements where required.
- Monitoring and evaluating the progress of staff and students towards meeting the overall aims and objectives.
- Responsibility for the management of resources. To be accountable for student attainment and staff performance in this area across the Trust.
- Monitoring classroom performance and managing interventions and support.
- Keeping up to date with national developments in teaching practice and pedagogical delivery of languages in primary and secondary phases
- Conducting learning walks and other learning evaluations in accordance with Trust quality assurance systems and processes
- Line management of teachers of MFL across the Trust.
- Ensuring the behaviour management system is implemented by all MFL teachers so that effective learning can take place.

#### Curriculum Development

- Leading curriculum development for MFL across the secondary schools.
- Liaising with the appropriate members of senior leadership to ensure the delivery of an appropriate, high quality curriculum which meets the needs of all students.
- Actively monitoring and responding to curriculum development and initiatives at national, regional and local levels.
- Leading the development of appropriate syllabi, resources, schemes of work, assessment policies and teaching and learning strategies in the area.
- Maintaining accreditation with the relevant examination and validating bodies.

#### Staff Development

- Working with Headteachers and other senior leaders to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Undertaking appraisal and development meetings and act as reviewer for MFL staff across the Trust.
- Participating in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Trust procedures.
- Responsibility for the efficient and effective deployment of any relevant associate staff.
- Participate in the Trust's ITT programme.

#### Assessment

- Be an exemplary teacher and model exceptional teaching and learning practice to ensure that staff observe outstanding practice.
- Ensuring the maintenance of accurate and up-to-date information concerning the whole school MIS.
- Evaluating the performance data provided and taking appropriate action on issues arising – setting realistic deadlines where necessary and reviewing progress on the action taken.
- Producing reports on examination performance, including the use of value-added data.
- Providing all relevant bodies with robust information relating to the Trust's performance and development.

*Job description continued on next page*

## Communication

- Ensuring that all stakeholders are familiar with its aims and objectives.
- Ensuring effective communication/consultation as appropriate with the parents of students and other relevant stakeholders.
- Liaising with all Trust schools, higher education institutions, industrial links, examination boards and awarding bodies, and other relevant external bodies.
- Representing own views and interests in a professional manner.

## Marketing and Liaison

- Contributing to Trust marketing activities, e.g. the collection of material for press releases and school social media accounts.
- Attendance where necessary at liaison events in the Trust schools and the effective promotion of subjects at open days/evenings and other events.
- Actively promoting the development of effective subject links with external agencies.

## Management of Resources

- Efficiently manage the available resources of space, staff, finance and equipment within the limits, guidelines and procedures laid down; deploying relevant budgets, acting as a cost centre holder, ensuring that equipment and stock is requisitioned, organised and maintained, and appropriate records are kept.
- Work with the relevant SLT members to ensure that teaching commitments are effectively and efficiently timetabled.

## Operational

- Promote teamwork and motivate staff to ensure effective working relations.
- Responsibility for the day to day line management of staff within the areas, delegating where appropriate, and ensuring that they follow Trust policies and meet all requirements and deadlines.
- Make appropriate arrangements for classes when staff are absent, liaising with the relevant staff where appropriate.

## All Trust leaders will also:

- Contribute to the strategic leadership and management of all Trust schools in order to develop an ethos and culture of high expectations.
- Model the Trust values and guiding principles at all times.
- Line manage and performance manage identified staff.
- Coach and develop the staff and students for which they are accountable.

## Performance Management and Review

The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Policies and Procedures.

## Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



# Person specification

No.	Categories	Essential or Desirable	Assessed by	
			Application Form	Interview or Task
<b>Qualifications</b>				
1.	Education to degree level or equivalent.	E	✓	
2.	Qualified Teacher Status.	E	✓	
3.	An excellent track record of recent, relevant professional development.	D	✓	
<b>Experience</b>				
4.	Accountability of raising standards and performance of a significant cohort of young people.	E	✓	✓
5.	Experience of effective teaching and performance within the curriculum area.	E	✓	✓
6.	Experience as a Curriculum Leader.	E	✓	✓
7.	Experience of working as a strong leader and a member of a team within an educational setting.	E	✓	✓
<b>Leadership and management</b>				
8.	Working effectively both as a leader and a member of a team.	E	✓	✓
9.	Innovative approaches to working with students, parents, staff and other stakeholders.	E	✓	✓
10.	Initiate, lead and manage change programmes.	E	✓	✓
11.	Prioritise, plan and organise.	E	✓	✓
12.	Direct and co-ordinate the work of others.	E	✓	✓
13.	Set high standards and provide a role model for students and staff.	E	✓	✓
14.	Deal sensitively with people and resolve conflicts.	E	✓	✓
15.	Motivate all of those involved in the delivery team.	D	✓	✓
16.	Liaise effectively with other organisations and agencies.	D	✓	✓
<b>Knowledge and Understanding</b>				
17.	The principles and characteristics of effective schools.	E	✓	✓
18.	The principles and practices of strategic and operational planning and delivery.	E	✓	✓
19.	Effective review and evaluation procedures.	E	✓	✓
20.	Different methods of consulting with stakeholders.	D	✓	✓
21.	Professional and community links.	D	✓	✓
22.	Strategies for ensuring equal opportunities for staff, students and other stakeholders.	D	✓	✓
<b>Communication skills</b>				
23.	Communicate the vision of the Trust to a range of stakeholders.	E	✓	✓
24.	Negotiate and consult fairly and effectively.	E	✓	✓
25.	Build relationships with key stakeholders.	E	✓	✓

# Person specification

No.	Categories	Essential or Desirable	Assessed by	
			Application Form	Interview or Task
<b>Communication skills</b>				
26.	Develop and manage good communication systems.	E	✓	✓
27.	Ability to communicate to a range of audiences.	E	✓	✓
28.	Chair meetings effectively.	E	✓	✓
29.	Develop, maintain and use an effective network of contacts.	D	✓	✓
<b>Decision making and judgement skills</b>				
30.	Make decisions based on analysis, interpretation and understanding of relevant data and information.	E	✓	✓
31.	Demonstrate good judgement.	E	✓	✓
32.	Think creatively and imaginatively to anticipate, identify and solve problems.	D	✓	✓
<b>Personal qualities</b>				
33.	A commitment to inclusive education	E	✓	✓
34.	Evident enjoyment in working with young people and their families.	E	✓	✓
35.	Empathy in relation to the needs of the Trust and the local community.	E	✓	✓
36.	Ability to inspire confidence in staff, students, parents and others.	E	✓	✓
37.	Adaptability to changing circumstances/new ideas.	E	✓	✓
38.	Reliability, integrity and stamina.	E	✓	✓
39.	Personal impact and presence.	E	✓	✓
40.	Achieve challenging professional goals.	E	✓	✓
41.	Personal ambition and potential for further promotion.	E	✓	✓
42.	Intellectual ability and curiosity.	E	✓	✓
43.	Determination to succeed and the highest possible expectations of self and others.	E	✓	✓
44.	Vision, imagination and creativity.	E	✓	✓
45.	Resilience and perspective.	E	✓	✓

# How to apply:

## Making your application

For further information about this opportunity, please contact us at [recruitment@patrust.org.uk](mailto:recruitment@patrust.org.uk) or on 01977 232146.

To apply for this vacancy please submit your application form via our Face-Ed system using the following link: <https://www.pontefractacademiestrust.org.uk/vacancies>

## Timeframes

**Closing date:** Wednesday 16th October 2024

**Interview:** TBC

**Start Date:** January 2025

**We look forward to hearing from you.**



## Pontefract Academies Trust

The Barracks Business Centre,  
Wakefield Road Pontefract,  
WF8 4HH.

**Tel:** 01977 232146

**Email:** [adminsupport@patrust.org.uk](mailto:adminsupport@patrust.org.uk)

✉ [@PontefractAT](#)

[in](#) Pontefract Academies Trust

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The Pontefract Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant pre-employment checks (including online checks).