



HAILSHAM COMMUNITY COLLEGE
ACADEMY TRUST

'Be the very best you can be'

Head of Department for Modern Foreign Languages

APPLICANT INFORMATION PACK



Battle Road, Hailsham, East Sussex, BN27 1DT

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Head of Department for Modern Foreign Languages

Please find enclosed:

- **Letter from the Head of School**
- **Job Description**
- **Person Specification**
- **Department Information**





HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

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Dear Applicant

Thank you very much for your enquiry for the post of Head of Department for Modern Foreign Languages at our College. We hope that you will decide to apply for the opportunity to play a key role in the development of education in Hailsham and we hope that the information below will be helpful to you.

Hailsham is an historic market town close to the large and vibrant towns of Eastbourne and Brighton, with some of the most spectacular scenery in England on its doorstep.

Hailsham Community College has been on an incredible journey over the past few years. Since becoming a Converter Academy in 2012 the college has grown significantly and in 2019 we became a 2-19 all-through school, with our Primary and Pre-school provision situated approximately a mile from the Secondary site.

The Academy has benefited from significant investment over recent years. New facilities include a state-of-the-art three-storey teaching block containing 22 classrooms and SEND hub, a fully refurbished Post 16 Learning Centre and a floodlit all weather sports pitch to complement our already extensive sporting facilities.

The college motto, 'Be the very best you can be!' is very simple but encapsulates everything we believe in for the entire college community, learners and staff alike.

You will find our values and principles put into practice in a busy, cheerful community based on friendly relationships; the atmosphere is positive and full of purpose and endeavour. Our focus is on learning; we take pride in nurturing and supporting the personal, social and academic development of each individual.

We hope that you will decide to apply. We have always actively encouraged candidates to visit the Academy prior to completing an application form. Please call us on 01323 841468 If you would like any further information or would like to arrange an informal visit.

I hope to have the pleasure of meeting you soon.

Yours faithfully

Natalie Chamberlain
Head of School – Secondary/Post 16



HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

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Job Description

Job Title:	Head of Department for Modern Foreign Languages
Grade	Teachers Pay Scale
Contract	TLR2c - £7368
Line Managed by:	Senior Leadership Team
Date:	September 2023

Principal Accountabilities

- To lead and manage the subject area to achieve both outstanding progress and attainment
- To lead and manage the subject area curriculum
- Monitor, review and evaluate the effectiveness of the curriculum to ensure all staff understand and deliver upon the curriculum intent leading to great impact
- To maintain high presence around the Academy to ensure the highest standards of behaviour are upheld
- Contribute effectively to the extended leadership team who drive standards on teaching and learning
- Actively support staff and students with welfare and well-being
- Model outstanding practice in terms of classroom teaching, preparation, marking and assessment
- Communicate and liaise with staff, students, the home, community and governors
- Constantly ensure development of team members both within subject and in the wider academy community
- Contribute to the strategic leadership of the Academy, developing, implementing and evaluating systems and processes.
- Ensure teaching and learning incorporates safeguarding at all times.

Competencies

Curriculum impact

- Design an engaging and challenging curriculum that enables all students to enjoy the subject and achieve at the highest level, supported by detailed schemes of learning which ensure consistency and coherence.
- Teach and model the delivery of outstanding lessons that motivate and inspire students and staff, equipping them with the knowledge and skills needed to achieve at the very highest levels
- Evaluate, review and develop the curriculum, involving subject staff and students
- Keep up to date with national developments in the subject area at each key stage and teaching practice and pedagogy
- Actively monitor and respond to curriculum developments and initiatives at national, regional and

local levels and to disseminate this knowledge to staff

- Set, oversee and evaluate regular, relevant and assessments for students ensuring that they are carried out consistently by all subject staff and standardised /moderated thoroughly to ensure accuracy
- Ensure that all student data is understood, interpreted and utilised by all subject staff to modify planning and personalise support
- Ensure that a range of enrichment / intervention and extension activities are offered to and taken up by students to enhance their progress and attainment
- Ensure that statutory requirements are met
- Ensure that all subject staff are marking, assessing and providing feedback in line with best practice and Academy policy at all times

Quality assurance

- Triangulate the effectiveness of teaching and learning within the subject area, through regular observations, book looks and other data collection methods
- Ensure that all staff in the team have effective plans to deliver highly effective lessons and schemes of learning
- Regularly review the attainment and progress of all students, groups and subgroups with subject staff and plan, implement and oversee support and interventions
- Liaise with all appropriate personnel regarding support for student progress, including SENCO, SLT and the home community
- Ensure that all Academy policies are implemented consistently by subject staff

Leadership

- Lead your team of colleagues in the subject area through aims, objectives and strategic plans for the team which support and complement those of the Academy
- Produce an annual SEF, health check and action plan and monitor and evaluate its delivery and impact
- Plan the development of staff expertise to achieve subject action plan objectives

Team Development

- Lead and support the development and training of subject staff ensuring that their CPD needs are met and staff are constantly growing
- Act as Performance Manager for members of the subject area, carrying out PM reviews in line with the Academy's policy and setting challenging progress targets
- Participate in the recruitment process for members of the subject team
- Ensure effective induction of new staff in line with Academy procedures
- Promote teamwork and to motivate staff to ensure effective relations
- Support and challenge team members, including in circumstances when they are underperforming
- Organise effective team meetings with progress agendas centred on teaching and learning and raising attainment and progress

Teachers are expected to undertake any other duty as the Head of School may determine within the remit of the National Pay and Conditions document or within any other national or local agreement it may supersede.

This job description sets out the duties of the post at the time it was prepared. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a regarding of the post.

Person Specification	
Job Title:	Head of Department for Modern Foreign Languages
Line Managed by:	Senior Leadership Team
Date:	September 2023

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Qualified Teacher Status • Evidence of continuing professional development 	Evidence Leadership in a variety of settings
Experience and Skills	<ul style="list-style-type: none"> • Experience of having made a significant contribution to the success of a curriculum area through student outcomes and ethos • Demonstrate experience of improving student outcomes • Understanding of innovative approaches to teaching and learning • In-depth knowledge of the curriculum at KS3-5 • Understanding of the National Curriculum and Ofsted Framework • Demonstrable experience of high-quality teaching and learning • Positive effective strategies for behaviour management • Experience of optimising the attainment and progress of students • Ability to use data and ICT effectively to assess performance and raise achievement • Experience of working with children with significant barriers to learning • Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEN / D • Well-developed interpersonal and organisational skills and the ability to work collaboratively, leading to the achievement of department aims • Experience of organising subject-based 	Experience of the Ofsted process and the well versed in the impact the new draft criteria will have on your subject area.

	activities and visits that enrichment the curriculum	
Teaching and Learning	<ul style="list-style-type: none"> • Ability to consistency lead a team to deliver high quality learning where progress is achieved • Outstanding learning secured for students through outstanding teaching and a calm, orderly environment where students can demonstrate excellent engagement with their learning • The need for all students needs to be addressed and for teachers to be able to take risks which facilitate stretch and challenge • Effective, rigorous and sensitive relationships with students that secure positive emotional health and an excellent culture for learning • Evidence of supporting and challenging underperforming team members 	<p>Evidence of delivering impactful whole school CPD</p> <p>Coaching qualification</p>
Visions and values	<ul style="list-style-type: none"> • Clear understanding of the ethos and strategies to establish high standards of outcomes and attitudes and behaviour and commitment to relentlessly securing those standards • Ability to construct and lead through a rigorous action plan which holds the team to account to support the Academy Strategic Plan and KPIs and the role to be played by the department • A firm belief in the unlimited potential of every student • Vision and values aligned with the Academy's high aspirations and high expectations for children, staff and families • Willingness to engage with parents / carers in order to encourage their close involvement in the education of their children • Resilience and motivation to support the academy through day-to-day challenges while maintaining positivity and professionalism • Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed • Rigorous use of data to inform and shape teaching and learning in order to secure outstanding outcomes for all students • Strong organisational skills and team 	A whatever it takes attitude!

	building skills <ul style="list-style-type: none"> • A deep commitment to the safeguarding and wellbeing of all students 	
Relationships with Stakeholders	<ul style="list-style-type: none"> • Commitment to working with others to secure the best outcomes for children • Skilful management and understanding of how to secure strong relationships with other academy staff, families and other external relationships 	
Work-related personal qualities	<ul style="list-style-type: none"> • Personal enthusiasm and commitment aimed at making a positive difference to children and young people and raising standards • Personal and professional integrity, including modelling values and vision • Commitment to support the aims of the HCC Academy Trust • Flexible and able to manage the workload of yourself and your team with competing deadlines, prioritising appropriately, using initiative and maintaining very good humour • Evidence of commitment to and understanding of collective responsibility 	



HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

'Be the very best you can be'

Modern Foreign Languages Department - September 2023

We aim for students to develop a passion for languages and a love of learning about different peoples, customs and societies.

Students are encouraged to become independent learners, able to excel in all elements of learning a language; reading, writing, speaking and listening.

Curriculum offer

We currently offer a 2 year KS3 curriculum. Students in year 7 and 8 study a single language, either French or Spanish for 2 hours per week. Before entry to year 7 they can opt for a specific language option if they wish.

At the end of year 8, students can choose to study either French or Spanish as a GCSE option. They study this for 3 hours per week. We study the edexcel GCSE specification.

We use a wide range of activities and resources to support learners. Each GCSE class has a minimum of one lesson per fortnight using an ICT suite so that they can assess their progress across all four skills.

We expect students to complete a significant amount of home learning to ensure that they have a breadth of vocabulary and have practiced their skills with the frequency needed for success.

Department Team

Phil Jones (Temporary Head of Department)
Evelyne Rodway
Katia Tully
Maria Amigo-Sariego

Temporary Head of Department MFL
jonesp@hccat.net