

Ivy Education Trust



Application Pack and Job Description
Head of Faculty – Modern Foreign Languages
Teignmouth Community School



Head of Faculty – Modern Foreign Languages

Teignmouth Community School

Required from January 2025 (or earlier if possible).

MPS / UPS + TLR 2c (£7847)

Permanent

Full time and part time applications considered (full TLR payment)

We are seeking an outstanding individual with drive, passion, enthusiasm and ambition to lead our MFL Department. This is an opportunity for an excellent classroom practitioner with strong subject knowledge and experience at teaching across KS3 to KS5 to take our MFL department and outcomes to the next level.

You will have excellent organisational, planning and communication skills and have high expectations of all students to secure the best outcomes. You believe that all students are capable of success and recognise that success comes in different forms. Driving forward strategic priorities, you will ensure there is a robust curriculum and assessment framework in place.

As a leader you are inspirational, forward thinking and put students at the heart of everything you do. You are creative, dynamic, empathetic and have a natural ability to lead and empower both students and staff. You hold the highest expectations of yourself, your staff and your students and recognise the importance of the curriculum both inside and outside the classroom, and are innovative in your commitment to both, ensuring that MFL always has a high profile within the school.

Everything that we do here at Teignmouth Community School is driven by our belief that we are all capable of being a slightly better version of ourselves tomorrow than we are today. This is underpinned by the values that, we believe, will ensure that we are all always working to be **the best version** of ourselves.

By **working hard and never giving up** we remain open to limitless opportunities for progress. We firmly believe that you have not failed until you stop trying.

As a community we have a responsibility to **be kind and care for each other**. We don't need to agree with everyone, we don't even need to understand everyone but there is absolutely nothing, other than our own fear, that stops us from accepting everyone.

And only by **joining in** can we **develop and grow**. Our characters are like muscles: if we don't exercise them, if we never push ourselves beyond that which is comfortable then we will never grow.

Our unwavering commitment at Teignmouth Community School is to challenge and support every member of our community to be the **best version** of themselves.

If this sounds like the kind of community you would like to belong to and you are confident you can lead our MFL team, then please apply.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about the role, then please email Samantha Atkinson, Deputy Headteacher Samantha.Atkinson@teignmouthschool.co.uk

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk before the closing date stated below.

Closing date for applications is Monday 16th September at 9am. Interviews will be arranged once applications have been shortlisted.

Suitable candidates may be interviewed before the closing date and the trust reserves the rights to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.



Dear applicant,

First, I would like to say a huge thank you for your interest in working at Teignmouth Community School.

When I started as Headteacher in September 2022 the school was in a very different place than it is now. In fact, I would go so far as to say that it is unrecognisable. The groundwork has very definitely been laid and we are well on track to being the school that the community of Teignmouth deserve. This transformation has only been possible through the power of 'team'. I am now looking for a new member of that team to continue to drive improvement in both the quality of curriculum and delivery alongside the love of learning of languages.

As a staff, our mission is to provide *all* our students with the best possible educational experience that we can; an experience that supports, challenges and inspires them to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live. We have the highest expectations and standards in all that we do; nowhere more so than in the classroom, where lessons are consistently high-quality, inspiring and engaging because all our teaching staff deliver lessons within Teignmouth Community School Teaching Sequence that is based on the work of Lemov, Sherrington and Rosenshine.

Our curriculum is now academically aspirational but also provides the right balance of challenge, support and personalisation to ensure every child succeeds. We ensure, both inside and outside the classroom that we maximise the opportunities we provide our students, so that they in turn can achieve beyond what they thought was possible. We do this by offering a broad range of extra-curricular clubs, trips and visiting speakers. A holistic approach to education is one of our key drivers.

We treat everyone in the Teignmouth Community School community with care and compassion, providing a supportive and collaborative environment so together we create a strong culture and community that everyone plays a role in. It is a community that is built on our values of Work Hard – never give up; Be Kind – care for each other and Join In – develop and grow, values that we expect everybody to embrace and embody.

We offer our staff disruption free classrooms built on a whole school framework of behaviour for learning expectations; centralised behaviour systems; a fortnightly coaching programme for all staff (because, in the words of Dylan Wiliams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better'); opportunities for in-house career progression, access to our Trust leadership development programme and a leadership team who always prioritise staff wellbeing. We have very strong pastoral and Business Support teams, who together play a vital part in helping us provide our students with the best possible educational experience we can.

If you share our passion and commitment to developing the best version of yourself and our students then I welcome your application.

A handwritten signature in black ink that reads 'R Wickham'. The signature is written in a cursive, flowing style.

Rachel Wickham
Headteacher
Teignmouth Community School

Job Description

Post Title:	Head of Faculty - Modern Foreign Languages
School:	Teignmouth Community School 11-19
Salary Grade:	MPS/UPS + TLR 2c
Contract Type:	Permanent – Required from January 2025 (or earlier if possible) (part-time and full-time applications considered)
Responsible to:	Deputy Headteacher

Key purpose of job:

To provide professional and effective leadership and management for the MFL teachers within the department, in order to secure maximum student achievement and outcomes within the context of the school's overall aims and priorities.

As defined in the School Teachers Conditions of Service Document and school policy documents. The post holder will lead and manage a team of MFL staff and will be supported by a member of the Senior Leadership Team through line management.

Objectives:

- To promote and provide a clear direction for the MFL team, within the context of the school vision in order to contribute to whole school improvement.
- To promote high standards in MFL teaching in order to ensure all students achieve their potential and at least national outcomes in MFL.
- To promote positive attitudes to learning in MFL lessons and activities so that elect to pursue the study of languages beyond KS3.
- To ensure there is a consistency of practice within the MFL team with regards to school policies and procedures, maintaining high expectations of all students in terms of academic success and behaviour.
- To develop (in partnership with other Trust Schools) an ambitious, challenging and high-quality curriculum, assessment plan and pedagogical approaches so that MFL teaching continues to develop and improve, maximising student outcomes year on year.

Main duties:

- Improving the quality of teaching and learning
- Leading and enhancing the teaching practice of others
- Leading, developing and enhancing a subject or curriculum area
- Monitoring the standards of teaching and learning and student outcomes across all MFL lessons, and plan for improvement as required
- Undertake regular self-evaluation of the work of the department and the impact on student outcomes, in line with the school self-evaluation policy.
- Setting a clear direction for MFL within the context of the school vision and goals, creating and implementing a subject development plan which involves all subject teachers
- Supporting and developing the MFL staff, providing regular constructive feedback in a way which recognises good practice and supports progress against appraisal objectives.
- Acting as a positive role model for the MFL team so that staff have a clear understanding of good professional conduct.
- Maintaining an ethos of high achievement and positive attitudes towards MFL amongst staff and students, to maximise achievement.
- Actively engaging the MFL team in effective planning, development and delivery of the MFL curriculum.

- Organisation and provision of resources and allocation of staff to groups, so that resources are used efficiently and effectively.
- Overseeing and evaluating subject budget allocations to ensure spending is in line with learning priorities and best value principles.
- Effective communication within the school and to key stakeholders with regards to MFL, to ensure confidence in the school and the subject area.
- Ensuring high standards of health and safety within the department demonstrating an understanding and a commitment to safeguarding students.
- Promote equality of opportunity and aspiration so that all students achieve their potential.

Key Tasks:

- MFL teaching across all years.
- Ensure the curriculum is well structured, challenging and ambitious, to ensure progression and to maximise the achievement of all students.
- Ensure the quality of teaching across the team meets the needs of all students and encompasses strategies to engage students with a range of learning needs.
- Monitor the quality and impact of teaching and learning within MFL through regular quality assurance activities. Plan and implement improvements as appropriate.
- Monitor student progress in MFL against internal, local and national targets, planning support as appropriate for both students and staff.
- Plan and implement the developments required in MFL within the context of the overall school improvement plan.
- Ensure effective and timely scheduled meetings with the MFL staff, both as a group and on a 1:1 basis as required.
- Attend and contribute to Middle Leadership Team meetings as well as the Senior Leadership Team Strategic Meetings on invitation.
- Order and allocate MFL resources and manage the MFL budget.
- Oversee the deployment of staff in MFL and advise on the recruitment of MFL staff when required.
- Support the professional development of MFL staff through the school appraisal processes, and other support strategies.
- Ensure school policies are consistently adhered to by the MFL team.
- Other general professional duties under the reasonable direction of the Headteacher.

School Ethos and Culture

- To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the school.

Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the school's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the school.

- To follow the school's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the school as the highest priority.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- To comply with the school's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake any other additional duties not detailed above as required and as specified in the school Teachers' Pay and Conditions document, as long as they are commensurate with the level of the job.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Teaching Qualification	✓	
MFL-based Degree	✓	
Class of Degree 2:2 or higher	✓	
Class of Degree 2:1 or higher		✓
Professional experience and knowledge		
Ability to teach Spanish (and French) to KS4	✓	
Ability to teach Spanish to KS5	✓	
Personal aptitudes, qualities and skills		
High expectations of self	✓	
Belief in students' ability to succeed	✓	
Ability to act on advice and be open to coaching	✓	
Dedication and commitment	✓	
Openness to innovation and improving own practice	✓	
Ability to collaborate and work co-operatively	✓	
Commitment to extracurricular activities	✓	
Understanding of diverse teaching and learning styles	✓	
Ability to teach engaging, motivating lessons	✓	
Understanding of assessment for learning	✓	
Ability to set high levels of challenge for students	✓	
Ability to relate well with students, staff and parents	✓	
Understanding of behaviour management techniques and of the relationship between teaching and behaviour	✓	
Understanding of safeguarding issues and promoting the welfare of children and young people	✓	
Suitability to work with children	✓	

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.

The MFL Department

MFL at Teignmouth Community School

The MFL department is currently a small department with big ambitions. Teignmouth Community School does not subscribe to a model where young people are 'forced' to study a language in pursuit of government 'ambitions'. The focus of *all* leaders is to foster a genuine love of languages and subsequent desire to pursue study beyond KS3.

Approach

Students study either French **or** Spanish from entry to the school. A significant amount of work has already been completed on moving the KS3 curriculum in both languages to embrace the Conti model of teaching. Teignmouth Community School's curriculum is also built on this approach and collaboration is one of our Trust values. As MFL is on the verge of a new specification at KS4, Language Leads at all three secondaries have been tasked with deciding which specification this should be. In order to collaborate effectively it makes sense that all three schools adopt the same specification but which specification remains the decision of the Languages Leads. (This is typical of the approach taken by Ivy Education Trust – empowering schools to collaborate at natural junctures rather than top down directives.)

Timetable and curriculum

At Teignmouth Community School KS3 students have MFL for four hours per fortnight and there are an equal number of students taking French as Spanish. From September 2024 there will be one Spanish GCSE group in both Year 10 and 11. There are currently no KS5 classes or KS4 French.