



# MONTPELIER HIGH SCHOOL

1891

Head of Languages



INFORMATION FOR CANDIDATES

[Montpschool.org](https://montpschool.org)

# Head of Languages

**Full time, permanent, to start January 2023**

**Salary: MPS - UPS and TLR 2.2 (£4750 p/a) + Health Care Cash Plan and Benefits Package**

The Trust is currently recruiting for inspirational, dynamic and conscientious Head of Languages to join the team at Montpellier High School. The successful applicant would be an innovative teacher who possesses a genuine love for languages and would need to be proficient in either Spanish or French or preferably in both languages. We are especially interested in applicants with the knowledge of Arabic and experience of home language coordination. The successful candidate will need to demonstrate an excellent teaching record, an inclusive approach and commitment to fostering love of learning and love for languages.

In return you will join a wonderful team and have every opportunity to further your professional development and career with an excellent benefit package including: Wellbeing Health Cash Plan, Retail Discounts, ICT Loans, Professional Induction Incentive plus others.

**You will be:**

An experienced teacher who can inspire, influence, and who:

- Has a great teaching experience with clear evidence of development in languages department to improve student experience and outcomes
- Has high expectations and empathy for all pupils so they develop a love of learning, strong sense of belonging, aspirations and a belief in all possibilities
- Has an understanding of high quality teaching and learning to raise standards and deliver positive outcomes for all students
- Is passionate about the opportunities the curriculum can bring to all students
- Can demonstrate behaviours consistent with the trust's values

**Closing date: Tuesday 4th October 2022      Interviews: To be confirmed**

**We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.**

***Venturers Trust is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.***



# Venturers Trust and our Sponsors



Venturers Trust is a dynamic and focused multi-academy trust based in Bristol, formed in September 2017 through the merger of CGS Trust and Merchants' Academy Trust. The Trust is responsible for eight academies, 3,500 pupils and 700 staff with a commitment to making a significant and lifelong difference to the lives of young people from some of Bristol's most disadvantaged communities.

The Trust is currently made up of five primary schools: Bannerman Road Community Academy, Barton Hill Academy, Fairlawn Primary School, The Dolphin School and The Kingfisher School; the all-age Merchants' Academy; Montpelier High School for girls aged 11-16, located alongside its sixth form, V6, for girls and boys; and Venturers' Academy, the first state-funded school in Bristol for students aged 4-16 diagnosed with Autism and with an EHCP. Our academies are happy, vibrant and exciting places to learn and work and are led by a team of talented, morally driven and committed Principals. A recent development is the launch of Venturers Trust institute which puts professional learning and instructional coaching at the heart of what we do.

The Trust is sponsored by the Society of Merchant Venturers and the University of Bristol.

The Society of Merchant Venturers (SMV) is a philanthropic organisation that works with and supports people and communities from the wider Bristol area through education, care for older people, charitable giving and social enterprise. In education, SMV's simple but highly ambitious vision is to transform the life-chances of students from the richly diverse set of schools within Venturers Trust, both during their educational journey and beyond. The Society's expertise in education spans more than four centuries and today, the commitment is practical as well as financial, with many of its members taking active roles in the governance of Venturers Trust and the wide range of schools within the Trust. SMV firmly believes there is nothing more important to the health of our communities than outstanding education and training in life skills for young people.

The University of Bristol ranks as one of the top 10 universities in the United Kingdom. It is actively involved in the governance of our schools. The university offers support in areas such as curriculum development, subject expertise, higher degree and research opportunities for staff at Venturers Trust. It also offers student mentoring and an innovative and inclusive programme for students as part of the university's commitment to widening participation and access to higher education. These activities include extensive support and opportunities for our Sixth Forms including scholarships, preferential offers of grades to gain a place, with the additional possibility of bursaries to support undergraduate degree studies.

Both sponsors seek to ensure that all our young people receive a truly inspiring education. Their hands-on support, challenge and expertise are greatly valued.



# Benefits of Working with Us



Venturers Trust is fortunate to be able to recruit and retain the very best staff. In addition to contractual entitlements such as annual leave and occupational pension, we recognise the important role our staff play by providing for them a range of benefits as well as flexible employment arrangements and a family-friendly approach.

Our current benefits (*for all staff on Venturers Trust contracts and working over 10 contractual hours per week*) include:

**WELLBEING HEALTH CASH PLAN** - A valuable Health Cash Plan that provides cover for routine healthcare such as dental check ups, eye tests, physiotherapy, and specialist consultations. Benefits for children of employees up to the age of 18 are included free

**EMPLOYEE ASSISTANCE PROGRAMME** - The EAP offers cover for employees and their immediate family members residing at the same address, including children in full-time education

**TRAINING AND DEVELOPMENT** - First class training and development opportunities are provided within the Trust, including an outstanding induction programme for newly qualified and experienced teachers

**PROFESSIONAL DEVELOPMENT** – At least 5 Professional Learning days per year

**BICYCLE PURCHASE LOANS** - After having successfully passed the probationary period employees are eligible to request a Bicycle Purchase loan up to the value of £1,000 through the 'Cycle to Work' scheme

**ICT LOANS** - A loan repayable over a 2 year period as part of a Salary Sacrifice scheme

**RETAIL DISCOUNTS** – An extensive range of free goods/services and discounts available to staff

**INTEREST FREE SEASON TICKET LOAN** - The option to purchase a season ticket with an interest free loan, deducted from salary in monthly installments over a 12 month period

**PROFESSIONAL INTRODUCTION INCENTIVE** - Payable following the successful completion of the probationary period of the new member of staff to the member of staff who made the introduction

*Further details of our employee benefits can be found on the Academy website.*



# Montpelier High School

Montpelier High School is a diverse and vibrant girls school 11-16 with a mixed Sixth Form. 59% of our students are from a minority ethnic group. There is real diversity within this non-white community with 15 out of 17 of the possible ethnic groups represented in our school. Over thirty languages are spoken at school with 20% of our students being EAL. Our deprivation factor, levels of SEND and FSM are in line with national averages. Our mission is 'to inspire all students to become confident, ethical and compelling individuals with the aspiration and qualities to shape a better future for all.' We are on a journey to ensure that our curriculum intent addresses the unique needs of our students, summed up as:

- Bristol a strong city of activism and innovation;
- Diverse community our community drives us to an inclusive curriculum, full of positive representation.
- Female empowerment, students of all genders empowered to demand equity and re-address gender gaps.



# Living in Bristol

Montpelier High School is located in Bristol very close to the open fields of Bath and North Somerset and easy travelling distance from the city, country villages and further afield. Academy staff have an enviable choice of places to live within a city and region that is viewed as one of the areas with the highest quality of living in the UK.

Bristol is the largest city in the South West and the region's leading centre for business, culture and education. It has been the subject of a massive programme of investment and regeneration that has had a major impact on its retail, leisure and business facilities. The city has a long tradition of trade and engineering, and is also home to many of the newer financial services, creative and media industries. It is also close to some of the most beautiful countryside and coastal areas.

Bristol itself is a beautiful, vibrant and fashionable city. Its harbour, which weaves its way through the heart of the city is lined with restaurants, clubs and bars, museums, arts, science and media centres. The narrow winding streets, radiating from the water's edge, reveal elegant parks, squares and stunning architecture. Recently the city celebrated Brunel 200, the 200th anniversary of the birth of Isambard Kingdom Brunel, one of the most inspirational engineers of the 19th century and the person responsible for some of the great icons of Bristol's industrial heritage. Bristol is the 8th largest city in the United Kingdom with a population of over 400,000. Built on the confluence of the Rivers Avon and Frome, it has been in existence from well before the time of the Romans.





# Job Description

## Head of Languages Job Description

**Post:** Head of Languages

**Responsible to:** Vice Principal

The Head of Faculty will be responsible for the quality of teaching and learning in the Faculty and will ensure that each student develops their potential to the full in a stimulating and lively environment.

In addition to normal classroom teaching duties they will normally assume the role of a form tutor.

The Head of Faculty is answerable to the appropriate Assistant Principal/Vice Principal and the Principal. The areas of responsibility fall into the following broad categories:

- Teaching and learning
- Staff development and training
- Internal and external assessment, recording and reporting
- Management of budget and resources
- Communications
- Use data to monitor and evaluate the progress of students with particular focus on target groups
- Whole school strategic leadership
- Faculty leadership

### 1. TEACHING AND LEARNING

The quality of teaching and learning is the prime concern of the Head of Faculty who will be required:

1. To ensure that the quality of learning and teaching across the faculty is at least secure across the TEEP (Teacher effective enhancement programme) strands;
2. To use data to monitor and evaluate the progress of students with particular focus on target groups;
3. To identify effective strategies to intervene and support the learning of targeted students;
4. be well informed on key developments in their subject area and the assessment criteria for key stages;
5. ensure that curriculums developed internally meet the national and exam board requirements and provide sufficient stimulus for the most able of our pupils whilst still recognising the needs of all students;
6. select appropriate examination specifications for KS4 and KS5 evaluating their effectiveness through internal quality control and monitoring external examination results;
7. ensure delivery of the curriculums through appropriate means, including access to external resources such as speakers, visits, fieldwork;
8. contribute to and implement the school assessment and feed forward and preparation policy, as well as ensuring that all assessments are recorded in an appropriate way;
9. provide information for the allocation of pupils to teaching sets;
10. advise pupils on KS4/5 choices and to ensure that advice offered in the department is consistent;
11. ensure that proper procedures are observed for all curriculum-based activities out of school;

12. set work appropriate to his/her classes in all cases of absence and arrange cover for team members unable to do so for themselves

13. develop, support and monitor the wider use of literacy, numeracy and ICT throughout the curriculums.

14. To be aware of the requirements of national MFL agenda and skills

15. Advise pupils on future pathways for MFL related careers and options at GCSE choices and A-level to ensure that advice offered in the team and across the school is consistent.

## 2. **STAFF DEVELOPMENT AND TRAINING**

1. Help to establish an atmosphere of enthusiasm and commitment within the faculty;

2. deploy staff to teach in areas most appropriate to their experience and skills and to maximise their potential whilst looking for cross subject staffing opportunities across the faculty;

3. help to monitor staff experience to ensure equitable teaching load and spread;

4. identify development needs of team members and support them in finding appropriate training both in school and externally;

5. to follow the school procedures where members of the team require improvement in terms of quality of learning and teaching;

6. encourage colleagues to undertake responsibility within the faculty;

7. evaluate external training programmes for faculty colleagues;

8. conduct thorough quality assurance of the faculty in line with the whole school programme

9. manage ancillary staff where appropriate and ensure their training needs are recognised;

10. support new entrants to profession, plan programmes for their induction and monitor their progress;

11. take part in the BlueSky appraisal programme and Trust quality assurance programmes;

12. consult with the SLT line manager and Principal on staffing issues within the faculty.

## 3. **EXAMINATIONS, ASSESSMENTS, RECORDING AND REPORTING**

1. Setting of internal examinations and assessments, providing all necessary information to the Examinations Officer for internal examinations at appropriate times;

2. record, review and evaluate, in the context of target grades, the performance of students in internal examinations;

3. to develop strategies in response to student performance in internal examinations;

4. to inform SLT line manager and Principal of any concerns regarding student performance in internal examinations;

5. ensure that all work for external assessments complies with the requirements of the Examination Board or other accrediting bodies;

6. ensure that all deadlines imposed by Examination Boards and school management are met in respect of coursework, moderation, practical assessments, school reports or other data;

7. keep such records as are required by external examination bodies, where appropriate;

8. make arrangements (with your line manager) for the proper operation of external exams in their subject;

9. ensure that work is marked, moderated, recorded and students receive diagnostic feedback on their performance in line with School Policy;



10. contribute to the design and content of reports to parents and ensure that reporting is carried out consistently throughout department;

11. assist in the evaluation of external examinations and response to appropriate boards;

12. monitor internal and where appropriate external exam results and report departmental performance to Principal and record and compare results.

4. **MANAGEMENT OF BUDGET AND RESOURCES**

1. Consider the budgetary implications of any initiative or development and discuss with the Principal before implementation;

2. ensure that all orders are correctly processed and recorded and liaise with Finance Department if there are any queries;

3. manage human resources within the department efficiently and effectively in budgetary terms and liaise with Finance Business Partner and HR Business Partner if there are any questions or concerns;

4. ensure the control of resources and the management of their proper allocation within the Department. To ensure the secure storage of equipment, books and consumables and to be accountable for them;

5. as part of the annual SEF, Heads of faculty will look at the impact of expenditure on resources and strategies.

6. liaise with subject leads within the faculty to oversee the spending of budgets and manage the needs of the faculty.

5. **COMMUNICATIONS**

1. Keep the SLT manager and Principal, or delegate, informed of all matters within the department which are his/her proper concern;

2. communicate to the SLT manager the concerns of all departmental members and feedback appropriately from line management meetings where required;

3. communicate to all departmental members the issues that relate to the effective discharge of their duties;

4. prepare text relating to the faculty for any school publication as required. Update and modify existing text when necessary;

5. facilitate communication within the departments by the most appropriate means at all times;

6. attend all Parents' Evenings – GCSE Evenings, Sixth Form Evenings, results days; to co-ordinate departmental work for Open Days and actively seek effective means of promoting the work of the Department;

7. liaise with the Form Teacher, Pastoral and Academic Leaders, or Head of Sixth Form over academic or pastoral issues which concern individual pupils;

8. be aware of, and comply with, the School Policies for Health and Safety, COSHH and, Equal Opportunities;

9. maintain good order and discipline among the pupils and safeguard their health and safety both on the school premises and when engaged in authorised school activities elsewhere;

10. undertake such administrative and supervisory duties that are reasonably assigned to him/her;

11. share good practice within the department and across the school.

6. **Use data to monitor and evaluate the progress of students with particular focus on target groups**

1. Complete progress, attainment and Behaviour for Learning data analysis in line with the whole school policy;

2. ensure that all subject leaders have the skills and knowledge to understand their classes' data and employ this information to improve student progress;

3. ensure that the ARE statements in the subject are appropriately challenging and in line with best practice and current thinking in the subject;

4. ensure that data analysis within the subject is based upon valid data because a vigorous process of standardisation and moderation has taken place.

7. **HEAD OF FACULTY ADDITIONAL RESPONSIBILITIES**

1. Line manage the subject leaders of each MFL subject (Spanish and French) to successfully achieve their leadership roles (as outlined above);
2. identify and provide training for heads of department (if and when required) to enable them to be effective leaders;
3. line management of subject leads to ensure sequencing of subject knowledge and disciplinary skills are well planned within each department, across the faculty and the whole school curriculum;
4. ensure that the faculty's curriculums are ambitious and designed to give all learners, particularly the most disadvantaged, the knowledge and cultural capital they need to succeed in life; adapt curriculums to the diverse needs of learners and look to refine and adapt when required;
5. support subject leaders to ensure faculty teaching is designed to help learners to remember in the long term the content they have been taught and to integrate new knowledge into larger concepts;
6. support faculty leaders to ensure teachers and leaders use assessment well, for example to help learners embed and use knowledge fluently or to check understanding and inform teaching.
7. ensure subject leaders understand assessment and use it in a way that builds efficiency for staff or learners
8. support subject leaders to ensure all faculty teachers create an environment that allows the learner to focus on learning.
9. support subject leaders to ensure that literacy is developed in faculty subjects including the teaching of subject vocabulary and the teaching of reading ;
10. set performance development priorities and objectives for those line managed that reflect school and subject area development plan requirements;
11. ensure that highly effective and meaningful engagement takes place with faculty staff at all levels and that issues are identified. When issues are identified, in particular about workload, ensure they are consistently dealt with appropriately and quickly;
12. ensure that the faculty's policies and practices reflect whole school policies;
13. play a significant role in the leadership of the whole school through faculty meetings, attending SLT meetings when required, contributing to the development and implementation of school policies. Show active alignment with whole school AIP policy;
14. contribute to the delivery of whole school CPD;
15. develop and ensure the delivery of regular calendared events throughout the school year that develop the core values and mark local, national and international events that are relevant to the faculty (six per year across the faculty).
16. with support lead and manage the facilities (including off site) and equipment requirements of the subjects within the faculty to ensure the subject leads can ensure the best teaching and learning experience for all students.
17. develop curriculums and examination courses that meet the needs of learners and ensure retention and recruitment of practical and creative arts subjects at KS4 and KS5 is strategically implemented.

8. **MFL LEADERSHIP**

To establish MHS as a local, national and international centre of repute and excellence for the promotion and teaching of languages in an international world. To have overall responsibility for the Languages Department and quality assure all aspects of Year 7-13 subject delivery.

1. To develop and lead an international curriculum for Year 7-13 students underpinned by a strong vision for Languages in conjunction with Heads of Language.

2. To be responsible for all quality assurance procedures in the department.

- To quality assure curriculum routes for Year 7-13 students, particularly in line with global economic shifts.
- To be responsible for the quality assurance of Teaching and Learning throughout the Department.
- To quality assure all outcomes for Years 7-13 and the data analysis overview in Years 7-13.
- To coordinate and quality assure the Heads of Language responsible to produce the Schemes of Learning.
- To establish, in conjunction with Heads of Language, oversee and be accountable for a model of assessment and progress to allow students to develop and learn.
- To quality assure standards of behaviour for learning in languages throughout Years 7 – 13.

3. To lead cross-curricular links and support Heads of Language to provide opportunities to enhance the learning of languages. To coordinate a comprehensive offering of Languages trips from Year 7 to Year 13 with all students offered the opportunity of an experience abroad in Years 7/8.

4. To lead and manage language staff at MHS including their appraisal and to work closely with the Heads of Language, in addition to line managing them to provide a cohesive approach to Languages.

5. To be responsible for producing the Languages SEF, in conjunction with Heads of Language.

6. To support MHS as an outward facing organisation within and for the local, national and international communities. This will include exploring and pursuing opportunities to assert the outward facing nature of languages and internationalism within MHS; developing links with the business community, both at home and abroad; facilitating extended learning opportunities for students and preparing students for their place

within the global economy and working with key organisations, for example the British Council and Bristol University; planning and overseeing a range of themed activities and days to support cultural awareness and understanding and developing and leading curricular and extra-curricular opportunities for students' global engagement. Working across departments to provide a holistic view of Internationalism and the diversity of our world today across the curriculum

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

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# Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	SOURCES OF EVIDENCE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good Honours Graduate with QTS or as required by the DfE</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>A successful teaching record either as a trainee or experienced teacher</li> <li>Experience of working with students of all abilities in the age group for which trained</li> </ul>	<ul style="list-style-type: none"> <li>Experience of coordinating home language opportunities at GCSE level</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Skills set as outlined in the Teachers' Standards</li> </ul>	<ul style="list-style-type: none"> <li>Outstanding subject and curriculum knowledge</li> <li>Evidence of significant progress and outcomes for children</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>Assessment</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Commitment to continuing personal and professional learning development</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of Professional Learning relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
<b>Leadership Skills and Values</b>	<ul style="list-style-type: none"> <li>Ability to inspire, motivate and challenge students</li> <li>Commitment to the pursuit of excellence in educational standards</li> <li>Ability to communicate effectively with colleagues, students, parents and external agencies</li> <li>Commitment to and promotion of co-curricular opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of high level co-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>Assessment</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Demonstrate good subject and curriculum knowledge including the national curriculum</li> <li>Know how to secure outstanding progress and outcomes by students adapting teaching as needed</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Arabic</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>Assessment</li> </ul>
<b>Student Involvement</b>	<ul style="list-style-type: none"> <li>Commitment to student involvement</li> <li>Personal commitment to listen to student voice</li> <li>Focus on individual student's needs and development of independent learning</li> <li>High expectations of students</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of student involvement</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>Assessment</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Flexibility to cope with diverse needs of the post</li> <li>Resilience to work under pressure</li> <li>Positive, tenacious and optimistic</li> <li>Ability to quickly establish positive relationships with students, staff and parents</li> </ul>	<ul style="list-style-type: none"> <li>Initiative and ability to create new processes and practices to raise standards</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>Assessment</li> </ul>



# HOW TO APPLY



**Closing Date for Applications:** Tuesday 4<sup>th</sup> October 2022

**Interviews:** To be confirmed

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

An Application Form is available in electronic format at [venturerstrust.org](https://venturerstrust.org) and should be returned electronically along with the Equality Monitoring Form by following the instructions at the [Work With Us](#) section of the Trust's website.

**Please note that due to the expected volume of applications it may not be possible to acknowledge or respond to all applicants.**

# SAFER RECRUITMENT IN EDUCATION



Venturers Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

## Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification which will include a specific reference to suitability to work with children.
- A Venturers Trust Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

## Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

## Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.