



## **Job Application Pack Head of Languages**

**Permanent, Full time, All Year Around**  
**Salary: MPS/UPS +TLR2A (£5,220 per annum)**  
**Start date: October 2023**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Welcome from the Principal



Philip Rowson, Principal, provides leadership to the Trust's successful and passionate Bluecoat Wollaton Academy.

Bluecoat Wollaton Academy offers a caring, nurturing and secure environment that enables every member of our staffing body to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Whilst we are extremely proud of our reputation for academic excellence, we place equal value on ensuring students grow and develop both personally and socially and leave us thoroughly prepared to become well rounded and successful citizens in a modern society.

We make no apologies for the high standards that we have here at Bluecoat Wollaton Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students.

We also expect our staff to be excellent by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. Belief is central to all we do: we believe in ourselves, in each other and in God and it is this belief that ensures Bluecoat Wollaton Academy continues to offer the best educational experiences possible for our students, our staff and our community.

Visits to the school are welcomed.

*P. Rowson*

## Bluecoat Wollaton Academy

Bluecoat Wollaton Academy is an exciting and rewarding place to work. The Academy has a history of very successful exam results and prides itself on providing high quality education to the student population that we serve, no matter their background. All staff are highly valued as part of this.



Considerable time and energy is devoted to supporting our staff in becoming the best that they can be. The Academy recognises that each employee is as important as the other in contributing to the outstanding education we provide; employees are given the opportunity to attend and be part of extensive training programmes within their specialist area to develop the key skills to facilitate their career path. We believe in innovation, risk taking and welcome new ideas that people can bring to the Trust drawing from experiences in other workplaces.

Bluecoat Wollaton is a Church of England Academy and is proud of its Christian ethos, and respectful of all faiths. We work closely with the Diocese of Southwell and Nottingham but welcome staff and students irrespective of their background. At the heart of Wollaton is the belief that all students are unique and valued by God. Our mission statement sums up what we stand for: *'Believe; in yourself, in others, in God'*

In addition to the 'Outstanding' grading at the last SIAMS (Church of England) inspection, in May 2018 the school was also judged as 'Outstanding' by Ofsted in all areas, testament to the hard work of staff and students who are passionate about the school and its 'family' approach. It is also (January 2020) a 'World Class School' given in recognition of both its outcomes and student leadership opportunities with less than 60 secondary schools in the country having obtained this quality mark.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy - and our wider Multi Academy Trust - are committed to ensuring staff are given full training to develop in their chosen career paths, dedicating significant time to this for staff each Thursday so that they can work in subject teams or within their own wider development that is personal to them, for national qualifications for instance.

Visitors frequently comment on how the children are polite and keen to learn at Wollaton and they are explicitly taught about kindness and the need to "Work hard; show respect" which is part of the culture. This wider ethos is yielding excellent outcomes and the academy has accelerated its progress rapidly to be among the top performing schools in the country and the highest in the city.

New staff will also find a staff body who are drawn together for a common purpose and who are exceptionally welcoming and supportive to ensure that workload and well-being are considered when implementing ideas. The strong teams in place in the school are well supported by the leadership of the school.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy is committed to ensuring equal opportunities for all.



## Our Schools

### Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe. Belong. Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.





## Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

## Bluecoat Trent Academy

The Bluecoat Trent Academy (BTA) opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. For the first year BTA accommodates six forms of entry, growing to eight forms in subsequent years.



The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

## Lees Brook Academy

Lees Brook Academy (LBA) based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



## Alvaston Moor Academy

Alvaston Moor Academy has 890 students on roll and places a strong emphasis on the importance of hard work and academic achievement. Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.

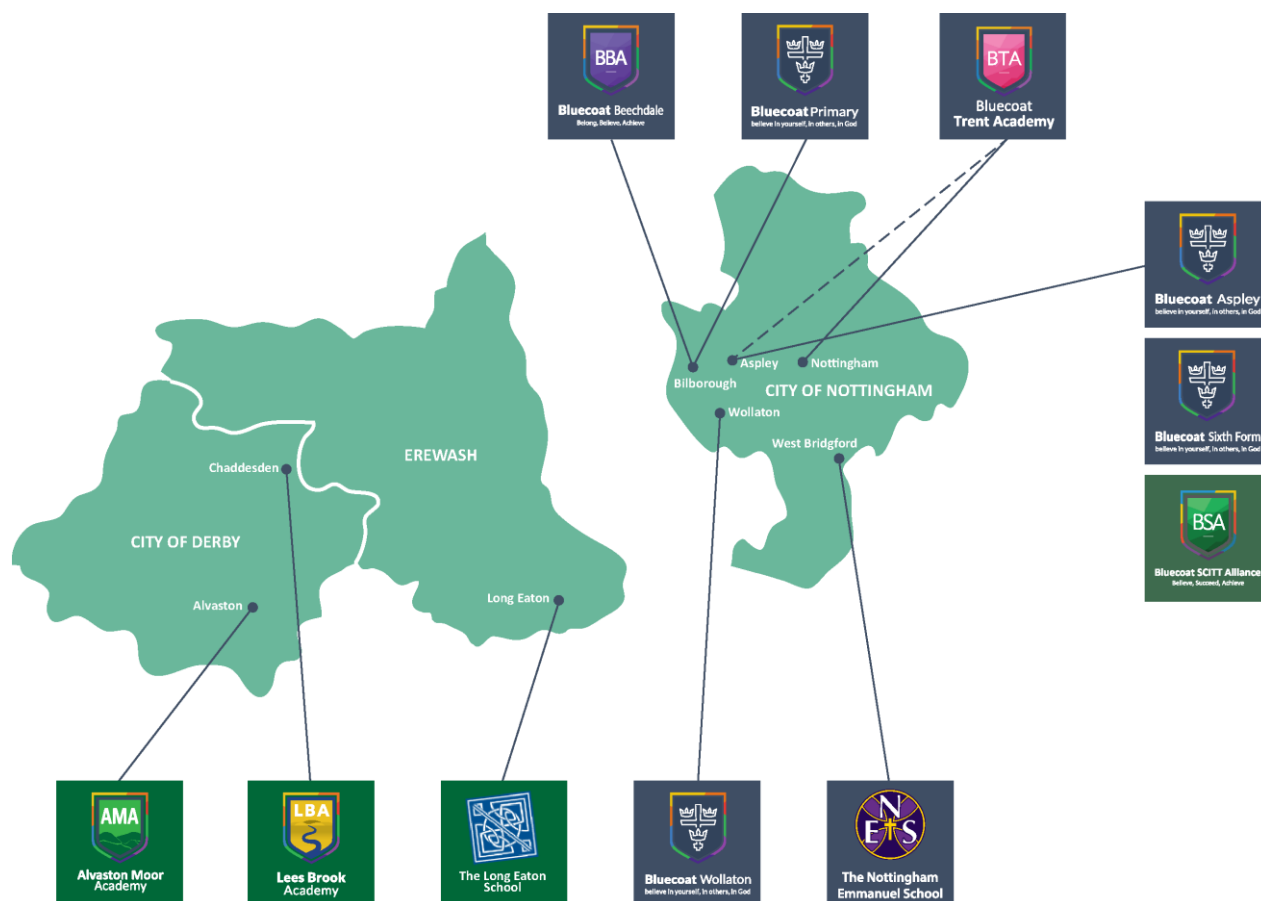


## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## The Vacancy

A rare vacancy has become available to lead the Languages department at Bluecoat Wollaton Academy. We are looking to appoint a knowledgeable and passionate teacher, who will take on the leadership of this valued subject. The successful candidate will be able to integrate into the existing department, understand the context of the school, and continue to develop the curriculum which has a range of strengths. They will be able to thoughtfully implement this and develop it further to continue to drive standards forwards, all the while embodying the Academy's values of faith, hope and love.

The department consists of a further three teachers, who are dedicated professionals, and work with colleagues across the Trust to share and develop resources. Students study Spanish at KS3 and 4, and some students continue to study other Home Languages GCSEs. At Bluecoat Wollaton, Languages are compulsory for all students from Year 7 through to the end of Year 9 and it is also a popular choice at GCSE.

We believe that we have a great deal to offer to any successful candidate at Bluecoat Wollaton. The standards in the school are high - our children expect to work hard, are keen to please and follow the Wollaton Way. Not only this, but the Academy has great facilities, including interactive whiteboards and visualisers in every classroom, fully equipped to allow excellent learning to take place. Our CPL programme is extensive, and the timetabled weekly Thursday sessions provide dedicated time for the development of subject knowledge and pedagogy. We feel that it is a very special place to work and be part of a real community; we are confident you will see this when you visit.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Bluecoat Wollaton Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

## Applications

For more information about Bluecoat Wollaton Academy and the vacancy, please visit [www.bluecoatwollaton.co.uk/vacancies](http://www.bluecoatwollaton.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 9am, Monday 12<sup>th</sup> June 2023**

**Interview Date: Week commencing 19<sup>th</sup> June 2023**

**Start Date: October 2023**

Due to the number of applications, we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.



## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



***Working Together, Transforming Lives***

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

## Job Description

**POST TITLE:** HEAD OF LANGUAGES

**GRADE:** MPS/UPS + TLR2A

**RESPONSIBLE TO:** Assistant Principal

### Introduction

The Head of Languages is responsible for teaching and learning within the Languages department. This involves the leadership and support of the staff team as well as the management, organisation and administration of the work of the teams. The Head of MFL has a duty to promote high quality in all aspects of the work of the team by maintaining high standards of achievement and ensuring that all students fulfil their potential through effective teaching and learning, and high expectations.

The Head of MFL is also responsible for the development and review of policy and practice in consultation with all members of the faculty. This will involve the establishment of clear principles, aims and objectives for the Faculty within the context of the Academy's mission statement, policies and development plan. They will support the wider QA plan for the school.

At the Academy we expect middle and senior leaders to be fully committed to:

1. Comprehensive, community education within an urban, multi-cultural environment;
2. The inclusive values and framework of the Academy
3. Working as a mutually supportive team, sharing responsibility, successes and challenges;
4. Exercising positive leadership and creating a shared vision of the purpose and future development of the Academy that reflects our ethos and aims;
5. Maintaining high personal and professional standards in all aspects of Academy life;
6. A consultative and participative approach to leadership and management;
7. Being forward looking and anticipating change;
8. Their own professional and leadership development.

### Main Responsibilities

You are required to carry out the duties of an Academy teacher as set out in the School Teachers' Pay and Conditions of Service Order.

As Head of Languages, with the support of other staff, you are responsible to the Principal, through the line manager, for:

1. Leadership and strategic development of the Faculty;
2. Teaching and learning;
3. Leading and managing staff;
4. Student attainment, achievement and intervention;
5. MER and self-evaluation;
6. The implementation of whole Academy policy and practice;
7. Contributing as appropriate to whole Academy and wider community development;
8. Undertaking professional duties and administrative tasks as reasonably delegated by the Principal;
9. Participating in whole Academy planning and policy making;
10. Attending staff and other Academy committees and meetings; holding faculty meetings in line with Academy policy, involving staff in decision making and reporting back discussions and decisions of other appropriate committees and working groups;
11. Liaison with appropriate agencies outside of Academy, e.g. LA advisors and inspectors, industry, business and the wider community.

## Teacher Responsibilities

- 1) Have a thorough and up to date knowledge of their subject(s) and should take account of wider curriculum developments that are relevant to their work;
- 2) Consistently and effectively plan lessons and sequences of lessons to meet students' individual learning needs, including students with special educational needs, and gifted or talented students. They should be aware of, and take proper account of the strategies agreed in IEPs (Individual Education Plans)
- 3) Keep an attendance register of students in every lesson and following up absence when necessary;
- 4) Consistently and effectively use a range of appropriate strategies for teaching and classroom management;
- 5) Consistently and effectively use information about prior attainment to set well-grounded expectations for students, and monitor progress to give clear and constructive feedback;
- 6) Be able to make use of the performance data available in the Academy in order to determine how much progress their students are making;
- 7) Take responsibility for their own professional development and use the outcomes to improve their teaching and students' learning;
- 8) Make an active contribution to implementing the policies and aspirations of the Academy and Trust;
- 9) Be effective professionals who challenge and support all students to do their best;
- 10) Set and maintain high expectations for student behaviour;
- 11) Set a good example to students, for example in terms of appropriate dress, standards of punctuality and attendance;

## General Notes

- 1) The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher;
- 2) These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- 3) These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## Leadership of Staff

- Develop positive working relationships with and between all staff and provide and sustain motivation;
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;
- Contribute to the implementation of the Trust's Appraisal policy;
- Support staff with matters of student behaviour and discipline;
- Contribute positively to the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.

## Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## Dress Code

The Trust expect staff to dress in a manner consistent with the professional nature of the post, working with young people and the values of the Academy.

Personal Specification		
	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant 'A' Levels (or equivalent) and degree;</li> <li>Qualified Teacher Status.</li> </ul>	<ul style="list-style-type: none"> <li>Good honours degree (2:1 or better);</li> <li>Completion of middle leader CPD.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Evidence of team work and supporting colleagues effectively;</li> <li>Experience of working with students of a wide range of abilities and needs, including EAL;</li> <li>Teacher with experience in the appropriate subject area across the full 11-16 age and ability range;</li> <li>Experience of leading a staff team or a project;</li> <li>Experience of supporting and challenging staff;</li> <li>Proven track record of excellent teaching across all age groups;</li> <li>Has strong student outcomes from their own teaching</li> <li>Experience of implementing a range of pedagogical techniques, with a track record of innovation in teaching and learning;</li> <li>Recent participation in continuing professional development;</li> <li>Has held some responsibility in a department team already</li> </ul>	<ul style="list-style-type: none"> <li>Currently working in a UK Secondary school;</li> <li>Experience of working within a Multi Academy Trust</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Have a commitment to high standards and inclusive education;</li> <li>Knowledge of curriculum developments related to the post;</li> <li>The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);</li> <li>Statutory National Curriculum requirements at the appropriate key stages;</li> <li>The monitoring, assessment, recording and reporting of pupils' progress;</li> <li>An understanding of leadership and management in schools;</li> <li>Experience of various strategies for raising achievement for all learners;</li> <li>Ability to inspire colleagues and pupils;</li> <li>Offer substantial commitment to extra-curricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of school evaluation</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Effective communication skills, written and verbal;</li> <li>Ability to use data effectively to drive school improvement;</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to use ICT as a learning/admin tool;</li> <li>• Good organisational skills;</li> <li>• An ability to lead, build and work within teams;</li> <li>• Excellent teaching skills;</li> <li>• Excellent communication skills;</li> <li>• Developing resources across the curriculum.</li> </ul>	
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• A passion for education and making a difference;</li> <li>• An empathy for students from a wide variety of social and cultural backgrounds;</li> <li>• Vision and the ability to implement it;</li> <li>• Ability to support and lead the important Christian values of the Trust;</li> <li>• A willingness to work hard with enthusiasm and vision;</li> <li>• Tact and sensitivity;</li> <li>• Prepared to listen to others and share ideas;</li> <li>• Integrity and good judgement;</li> <li>• Confidence, independence and flexibility;</li> <li>• Excellent attendance and punctuality record;</li> <li>• Able to motivate self and others;</li> <li>• Calm under pressure;</li> <li>• Well-organised.</li> </ul>	