

Christ's College, Guildford



Head of Languages

To start September 1st 2023

Information booklet for prospective applicants

Christ's College, Guildford

Dear Applicant,

Thank you for your interest in the role of Head of Languages.

Christ's College is an exciting place to work with dedicated staff, positive students and supportive parents. Our last inspection was in October 2022 with a very strong 'Good' in all area's judgement being made. The report highlighted the inclusivity of the school,

"Where students are known as individuals, challenged and supported to achieve their goals in a culture of high aspirations."

"Positive relationships and respect underpin the calmness and cooperation in classrooms ... promoting pupils' wellbeing is at the heart of its Christian values."

We are looking for highly motivated aspirational colleagues to join us at this exciting time in working to make Christ's College even better.

We have a proven track record of excellent professional development opportunities. Staff are provided opportunities for career progression, with high quality training in place.

We have seen a rise in the number of families making Christ's College their first choice of secondary education. In 2014 we increased our intake numbers from 125 to 156.

If you believe yourself to be the right candidate for this position, we would welcome your application. If you would like more information, or if you have questions about the post or the College, please contact me on jobs@christscollege.surrey.sch.uk or 01483 537373.

I look forward to receiving an application from you.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'S Hatch', with a stylized flourish at the end.

Sarah Hatch

Principal

Christ's College, Guildford

About Christ's College

Christ's College is a thriving school serving the non-Christian and Christian community of Guildford, Woking and the surrounding areas. We are proud of our Church heritage which has helped us to create an environment that is inclusive and supportive of all, which was recognised in our 'Excellent' judgement in the recent SIAMs inspection. Our aim for the children at Christ's College is that they should develop the **Core Values** of **Service, Respect, Stewardship, Co-operation** and **Love**. We know that success only comes through hard work and perseverance; life can be difficult, and therefore we all need resilience, but we need to work with optimism and believe that our hard work will open up great opportunities for us.

Over the last few years Christ's College has continued to grow. We have seen a significant rise in the percentage of children gaining 5 or more GCSEs. We are determined to build upon our high standards and ensure that students at Christ's College achieve excellent outcomes.

Pupils are rightly proud of their successes nationally, for example winning a national handball competition, and winning the University of Manchester's Alan Turing cryptography competition.

"Pupil's personal development is promoted effectively and staff care deeply about their wellbeing."
(OFSTED report October 2022)

Outcomes are significantly improved year on year, with structures and processes in this area implemented to secure sustainability and continuous improvements.

Advantages of working at Christ's College

- A collegiate, warm and welcoming environment where all are valued.
- A values driven educational establishment which underpins all areas
- There is a real sense of support, belonging, camaraderie and mutual respect within the whole community
- Parents/carers and governors are highly supportive of the College
- Students are aspirational and committed to their studies
- Staff are dedicated, skilful and hard-working
- There are good opportunities for internal promotion which has a tradition of acknowledging and rewarding hard work
- As a relatively small school which offers a full suite of extra-curricular activities, it is easy to be involved in a wide range of enrichment activities in Sport, Performing Arts and elsewhere
- High quality CPD.
- Our recent OFSTED report was enthusiastic about the effective teamwork and "impressive curriculum".
- SIAMS "Excellent".

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The job profile for Head of Languages

JOB TITLE:	Head of Languages
DURATION / HOURS:	Permanent full-time or part-time post with effect from 1 st September 2023
PAY:	MPS/UPS + TLR
ELIGIBLE TO APPLY:	All teachers with suitable skills and experience.
RESPONSIBLE TO:	Assistant Principal
SELECTION PROCESS:	Method: Please complete the application form found on our website. Interview date: TBC Candidates will be assessed as their application is received, and we reserve the right to interview earlier than the stated vacancy closure date should we receive candidates who are suitable for the vacancy..

PURPOSE OF THE POST:

- To teach French to the full range of abilities
- To ensure appropriate differentiation for students.
- To ensure high levels of attainment and progress in Modern Foreign Languages.
- To assist the Principal and other members of the College Leadership team in challenging under-achievement with a particular focus on those who are at risk of under-achievement.
- To promote the Christian ethos of the College.
- To carry out any other specific duty assigned by the Principal or their appointed representative

AREAS OF RESPONSIBILITY:

To work with the Assistant Principal in the following areas:

Leadership

1. Be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
2. Implement school policies and procedures, e.g. equal opportunities, health and safety, etc.
3. Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. Be aware of the school's SEN policy and take responsibility for delivering its day to day provision within the department. Be responsible for accessing all information related to students with SEN via the SEN register and meetings with the SEN teacher. Ensure that all staff within the department are up to date and meet the needs of students with SEN.
4. Lead and manage the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area and the aims and objectives of the college.
5. Undertake Performance Appraisal Review(s) and to act as reviewer for a group of staff within the Languages department.
6. Promote teamwork and to motivate staff to ensure effective working relations.
7. Be responsible for the day-to-day management of staff within the Languages department and act as a positive role model
8. Provide the Local Governing Committee with relevant information relating to the departmental performance and development.
9. To establish and then maintain the highest expectations about what the students are capable of achieving;
10. Encourage and listen to the "learner voice" about learning within the subject;
11. Maintain the highest standards of behaviour.

Curriculum and Teaching & Learning

1. Leading the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
2. Liaise with the Assistant Principal (Curriculum) to ensure the provision (amending or designing as necessary) of a broad curriculum in MFL that meets the aims of the school and the needs of all students.
3. Lead curriculum development for the whole department.

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4. Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
5. Ensure that innovative and appropriate approaches to learning are made available to students with specific learning needs, for example: those with a low vocabulary base, those for whom English is a second (or subsequent) language, hearing or visual impairment (or other disability) and for the very linguistically able.
6. Evaluate Regional, National and International initiatives to promote learning and incorporate appropriate elements into the college's strategy for MFL.
7. Work with the Assistant Principal (Teaching & Learning) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
8. Continue own professional development as agreed with Assistant Principal i/c of Teaching and Learning.
9. Plan engaging lessons which motivate and inspire individual students and groups of students to achieve beyond what they thought possible;
10. To set regular and meaningful homework which fosters independent learning skills amongst the students in MFL;

Monitoring, Progress and Assessment

1. Monitor actively and follow up student progress
2. Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
3. Make use of analysis and evaluate performance data provided.
4. Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
5. Produce reports within the quality assurance cycle for the department.
6. Produce reports on examination performance, including the use of progress data.
7. In conjunction with the Raising Standards Leader, manage the department's collection of data.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes

Safeguarding Statement:

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure all our employment practices reflect this commitment. An enhanced DBS check is required for this role.

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Person Specification –Head of Modern Foreign Languages

		Essential	Desirable
1	Qualifications	Qualified Teacher Status Honours degree or equivalent in French or Spanish	Post graduate qualification Further professional study Qualification in Spanish/French
2	Experience	Proven track record as an outstanding teacher. Proven track record of raising standards. Evidence of using data to track, monitor and motivate students. Excellent track record of attendance	
3	Knowledge / Skills	Up to date knowledge of examination specifications for French and Spanish GCSE. Up to date knowledge of best practice in teaching and learning in French and Spanish GCSE. Knowledge of effective strategies for meeting the needs of SEND and EAL learners in MFL. Knowledge of effective strategies for meeting the needs of the most able in MFL.	Examiner
4	Personal Qualities	Resilience, determination and enthusiasm High expectations of self and students Ability to work as part of a team Excellent written and oral communication skills A desire to keep skills and knowledge up to date	A desire for further professional development and promotion A willingness to contribute to the extra-curricular life of the school