



**GREENSHAW**  
LEARNING TRUST



**JOHN MADEJSKI**  
ACADEMY

# Head of MFL Recruitment Pack

**ALWAYS  
LEARNING**

## Contents

- **Candidate Letter**
- **Introduction - Greenshaw Learning Trust (GLT)**
- **GLT Mission Statement**
- **GLT Employee Benefits**
- **Terms and Conditions**
- **Main Responsibilities and Duties**
- **Job Description**
- **Person Specification**
- **The Recruitment Process**

Dear Candidate

Thank you for your interest in the role of **Head of MFL** at John Madejski Academy.

This is a unique and exciting opportunity for an inspirational and aspirational individual to join John Madejski Academy and further contribute to the life chances of our young people in the school, and across the Trust.

The School is on a rapid trajectory of improvement that will be sustained over many years, it is a chance to be part of something very special. It will support career development and equip you for further development opportunities within the School and within our Trust. We are based in Reading in Berkshire, a culturally rich and bustling area of the country providing good access to Oxford and London. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key. This school will be one of the best schools in the country in the near future, and this is an incredible opportunity to join us on the start of our improvement journey.

John Madejski Academy joined the Greenshaw Learning Trust on 1st January 2025. We are proud to be one of the newest members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and be kind and we believe that there is no ceiling on what children can achieve in the right conditions.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

John Madejski Academy is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure. The school website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Jonathan Heap  
Headteacher

## Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 23,500 students. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed by:</b>	Senior Leadership Team
<b>Line Management:</b>	Department
<b>Contract:</b>	Permanent
<b>Salary:</b>	Salary calculated in line with Main/Upper Pay Scale (will be discussed at interview), TLR 2 £5,834
<b>Hours of Work:</b>	Full time, 32.5
<b>Place of Work:</b>	John Madejski Academy
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.
<b>Holiday Entitlement:</b>	Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

## Job Description

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a Teacher/Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

## Teaching

- To undertake a designated programme of teaching across all key stages
- To teach consistently high-quality lessons
- To plan and deliver schemes of work and lessons that meet the requirements across KS3 – KS5
- To be a role model for students, inspiring them to be actively interested in your subject.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers
- To complete the relevant documentation to assist in the tracking of students
- To set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- To prioritise and manage time effectively, ensuring continued professional development in line with the role
- To follow the school policies and procedures
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology.

## Assessment, Feedback and Tracking

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow department monitoring and tracking systems relating to students' attainment, progress and achievement
- To mark, grade and give written/verbal and diagnostic feedback as required
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To complete the relevant documentation to assist in the tracking of students
- To follow department policy regarding department tracking of student progress and use information to inform learning and teaching
- To follow setting and co-ordinating assessment arrangements in history at all Key Stages, and in all areas as required by school policies, including standardising those assessments.

- Commit to their own professional development, proactively identifying development opportunities

### Head of Department

To undertake the following responsibilities as Teacher with a particular Teaching and Learning Responsibility as Head of Department, being accountable for both staff and student development and performance with regard to that responsibility.

- Exercise oversight of the academic and social development of students through a team of Learning Area teachers; devising any relevant, suitable responsibility structure in relation to:
  - the delivery of the curriculum at all Key Stages
  - the provision of Learning Area related extracurricular activities
- Oversee/organise curriculum delivery within the Learning Area's curricular responsibilities.
  - ensuring the curriculum planning necessary; incorporating 'whole-school' policies; contributing relevant units/components to other School syllabuses, as may be required
  - making available full, up-to-date schemes of work, for the subject within the Learning Area, for use internally and externally as required
  - encouraging the selection of suitable teaching and learning styles, materials and subject matter in providing a differentiated approach to students
  - advising on appropriate classroom management
  - advising regarding allocation of students to teaching groups within the Learning Area/Year following appropriate consultation
  - being responsible for the conduct and behaviour of relevant assigned students, and providing support for colleagues
  - advising regarding allocation of staffing for timetabling purposes
  - monitor and analyse the academic performance of students on an ongoing basis and provide relevant reports when requested
  - devise and implement appropriate intervention strategies
  - complete self-evaluation documentation, in particular data analysis of student performance at Key Stage 3, Key Stage 4 and Post-16 as part of the whole School self-evaluation process.
  - Promote Literacy, Numeracy and communication skills across the Learning Area
- Manage allocated resources, through colleagues where applicable.
  - controlling expenditure allowances and fulfilling the school's budgeting expectations
  - overseeing the usage, storage and security of all facilities and resources
  - ensuring the maintenance of relevant inventories according to School policies
- Contribute to the School's self-evaluation process especially regarding the data analysis of the Learning Area.
- Oversee the work of members of the Learning Area team and related support staff including:
  - knowledge and understanding



- teaching, learning and assessment
  - behaviour, health and safety
  - student management
  - pastoral responsibilities
  - wider professional effectiveness
- Encourage the professional development of Learning Area and support staff by:
    - inducting, advising and guiding, as appropriate
    - encouraging members of the Learning Area to keep abreast of developments in their subject areas
    - participating in performance management/appraisal arrangements
    - identifying, providing and accessing appropriate INSET
  - Contribute to the School's consultative process by convening and/or participating in all appropriate calendared meetings, and by ensuring Learning Area/Year representation at all additional relevant School meetings.
  - Having delegated responsibility for the implementation of Health and Safety as may be agreed.
  - Provide information about the work of assigned curricular/pastoral areas, and the progress of students, to the line manager, Headteacher, Trust, colleagues and parents when required, reflecting appropriate 'self-evaluation'.

### **Other Job Requirements**

The teacher will be part of the school's appraisal scheme. They will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching.

The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

*The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.*

## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>● Hold a recognised degree (or equivalent) with a good classification in a relevant subject</li> <li>● Teaching qualification (QTS)</li> <li>● Commitment to own self development</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant Postgraduate studies</li> </ul>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>● Recent experience of leading and developing within a team</li> <li>● Recent and relevant leadership development/training in management and leadership</li> <li>● Ability to teach your subject area up to Key Stage 5</li> <li>● Desire to further raise overall achievement in your subject area through promoting the highest standards of teaching and learning</li> <li>● A flexible approach to the teaching of your subject that seeks to promote the learning opportunities of all students and to secure the highest possible levels of achievement</li> <li>● Demonstrate a commitment to following the School's principles of teaching, learning and assessment</li> <li>● Good discipline/classroom management</li> <li>● Commitment to working within the School's Safeguarding Policy and Procedures</li> <li>● Commitment to high standards and expectations</li> <li>● High levels of professional integrity</li> </ul>	<ul style="list-style-type: none"> <li>● Currently holding a position of responsibility</li> </ul>
<b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		
	<ul style="list-style-type: none"> <li>● Excellent subject knowledge and a genuine passion for teaching your subject</li> <li>● Detailed knowledge of current curriculum and pedagogical developments in the teaching of your subject and the wider curriculum</li> <li>● Understanding of Exam Board specifications</li> </ul>	<ul style="list-style-type: none"> <li>● Awareness of wider educational contemporary issues</li> </ul>

## The Recruitment Process

### 1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 11.59pm on **21st April 2025**. Applications received after this date will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on **22nd April 2025**. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

### 3. Interview Process

Interviews will be held on **w/c 28th April 2025**. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post on **1st September 2025**.

### 6. Additional information

For further information, please contact [amay@johnmadejskiacademy.co.uk](mailto:amay@johnmadejskiacademy.co.uk).

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.