



**JOHN MADEJSKI  
ACADEMY**

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**RECRUITMENT PACK**



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

John Madejski Academy,  
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Reading,  
RG2 8AF

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Dear candidate

Thank you for your interest in the role of Head of MFL at John Madejski Academy. We are proud members of the Greenshaw Learning Trust from 1st January 2025, 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. We are proud to be one of the newest members.

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 make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

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

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

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 from our School HR Lead: . 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

## **ABOUT OUR SCHOOL**

At John Madejski Academy, we have built our ethos on strong core values which underpin everything that we do - Work Hard, and Be Kind. Our aim is to give students at John Madejski Academy a better chance of success than if they attended any other school in the country.

Our core values permeate all that we do. In our achievement-oriented culture, teaching and learning is our highest priority. We want our students to be healthy and have a great life. We are deeply committed to opening the hearts and minds of our future-focused young people.

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.

Working Hard and Being Kind are present through all aspects of school life.

### **Work Hard**

We have a strong desire and determination to achieve success, which includes working to the best of our ability at all times to meet our goals. We believe there are no limits to what can be achieved, meaning we do what it takes for as long as it takes in order to be successful.

### **Be Kind**

We endeavour to model the kindness and compassion that should be shown to all every day, to ensure that this is embedded into our culture. We spread the message that no act of kindness, no matter how small, is ever wasted, and encourage our students to do the same. This has helped us create a positive and friendly environment where staff and students alike can thrive and reach their full potential.

# TERMS AND CONDITIONS

## CONTRACT

Permanent.

## SALARY

- Salary calculated in line with Teacher pay scale, MPS/UPS + TLR2 £5,834

## HOURS OF WORK

32.5 hours per week, full time

## PLACE OF WORK

John Madejski Academy, 125 Hartland Rd, Reading RG2 8AF.

## PENSION SCHEME

- 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.

## HOLIDAY ENTITLEMENT

- Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	Head of MFL
<b>Responsible to:</b>	Assistant Headteacher
<b>Responsible for:</b>	Teachers of MFL

## MAIN DUTIES AND RESPONSIBILITIES

- 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, LEARNING AND STUDENT PROGRESS

- 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

- o advising on appropriate classroom management
  - o advising regarding allocation of students to teaching groups within the Learning Area/Year following appropriate consultation
  - o being responsible for the conduct and behaviour of relevant assigned students, and providing support for colleagues
  - o advising regarding allocation of staffing for timetabling purposes
  - o monitor and analyse the academic performance of students on an ongoing basis and provide relevant reports when requested
  - o devise and implement appropriate intervention strategies
  - o 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.
  - o Promote Literacy, Numeracy and communication skills across the Learning Area
- Manage allocated resources, through colleagues where applicable.
  - o controlling expenditure allowances and fulfilling the school's budgeting expectations
  - o overseeing the usage, storage and security of all facilities and resources
  - o 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:
  - o knowledge and understanding
  - o teaching, learning and assessment
  - o behaviour, health and safety
  - o student management
  - o pastoral responsibilities
  - o wider professional effectiveness
- Encourage the professional development of Learning Area and support staff by:
  - o inducting, advising and guiding, as appropriate
  - o encouraging members of the Learning Area to keep abreast of developments in their subject areas
  - o participating in performance management/appraisal arrangements
  - o 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.

## SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust 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.

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 duties and responsibilities in this job description are not restrictive and you 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.

	Essential	Desirable
<b>Qualifications, training and experience</b>		
Hold a recognised degree (or equivalent) with a good classification in a relevant subject	x	
Teaching qualification (QTS)	x	
Commitment to own self development	x	
Relevant Postgraduate studies		x
<b>Personal and professional qualities and attributes</b>		
Recent experience of leading and developing within a team	x	
Recent and relevant leadership development/training in management and leadership	x	
Ability to teach your subject area up to Key Stage 5	x	
Desire to further raise overall achievement in your subject area through promoting the highest standards of teaching and learning	x	
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	x	
Demonstrate a commitment to following the School's principles of teaching, learning and assessment	x	
Good discipline/classroom management	x	
Commitment to working within the School's Safeguarding Policy and Procedures	x	
Commitment to high standards and expectations	x	
High levels of professional integrity	x	
Currently holding a position of responsibility		x
<b>Additional Requirements</b>		
Excellent subject knowledge and a genuine passion for teaching your subject	x	
Detailed knowledge of current curriculum and pedagogical developments in the teaching of your subject and the wider curriculum	x	
Understanding of Exam Board specifications	x	
Awareness of wider educational contemporary issues		x

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 19th May 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held on the week commencing 19th May 2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

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



**GREENSHAW**  
LEARNING TRUST



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