**

**SAPIENTIA EDUCATION TRUST**

**FAKENHAM ACADEMY - JOB DESCRIPTION**

**HEAD OF MODERN FOREIGN LANGUAGES**

**Full-time, permanent post starting 1 January 2023 or as soon as possible thereafter**

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| **Line Manager:** | Senior Leadership Team designated line lead |
| **Salary:** | MPR minimum to UPR maximum |
| **Additional Allowances:** | TLR 2 £4,777 per annum |

**THE POST**

Fakenham Academy is a member of the Sapientia Education Trust (SET).

Fakenham Academy seeks to recruit an excellent, highly effective teacher with well-developed leadership skills, enthusiasm and commitment to provide leadership to the Modern Foreign Languages Department.  The successful candidate will lead a team of teachers and will be responsible for the academic development of students. We currently teach French and Spanish to KS3, KS4 and KS5. The ideal candidate must be able to teach Spanish to KS3, KS4 and ideally KS5.

To find out more about this role, please feel free to contact Chris Barns, Deputy Headteacher via e-mail at chris.barns@fakenhamacademy.org.

Fakenham Academy & Sixth Form is a community school with 643 students in the main school and 151 in the sixth form. At our last Ofsted in January 2019 we were deemed ‘Good’ in all areas. We serve a large rural area in the heart of North Norfolk. Fakenham itself is a small but busy market town with a population of some 8,000, ten miles from a beautiful coastline and midway between Norwich and King’s Lynn.

We are proud of our academic achievements, and our incredibly broad and varied curriculum both in the main school and in our sixth form.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

**Personal Qualities**. Fakenham Academy expects its teachers to have the following personal qualities:

* Be a graduate teacher of Spanish or French;
* Be willing and able to teach Spanish and French at all ages and ability within the academy;
* Be an innovative, independent thinker with the capacity for strategic thinking;
* Be creative and proactive in finding solutions;
* Be flexible and adaptive to changing needs and priorities;
* Be resilient, calm and tenacious under pressure;
* Be insightful and analytical with good problem-solving skills;
* Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents and the wider community;
* Be a self-reflective practitioner who always seeks to improve;
* See the ‘big picture’ in relation to whole school priorities & improvement;
* Able to reason their educational philosophy, in tune with the school ethos;
* Be willing to contribute to the extra-curricular life of the school ;
* Possess a sense of humour;
* Have the ability to inspire and enthuse staff and students about their subject;
* Be highly self-motivated, able to energise and motivate others;
* Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

**Professional Competence**.Fakenham Academyexpects its teachers to have the following professional competences, or in the case of newly qualified teachers, the academy would expect them to develop the following competences:

* Be an Outstanding Teacher (or have the potential to be) with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress;
* Have excellent understanding of what constitutes excellence in teaching and learning;
* Have a keen understanding of data and be able to analyse patterns in performance over time;
* Be a positive role model for students and staff on a day-to-day basis;
* Collaborate effectively with staff, parents/carers and students;
* Liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies in the pursuit of continued improvement;
* Excite and engage visitors about the Academy at Open Evenings and all other events;
* Have very high expectations of the learning of all students at all times;
* Work with colleagues to ensure embedded transition from Key Stage 3 to 5.

**JOB SPECIFICATION**

**General Responsibilities**

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Fakenham Academy & Sixth Form.

The teacher will be responsible to the Headteacher for teaching classes in the Academy using their skill, experience and best endeavours and in accordance with Teachers’ Standards. The post-holder will abide by the Code of Conduct for Staff and Volunteers at Fakenham Academy & Sixth Form. A contribution to the wider life of the Academy is an expectation of all staff, for example by supporting the extra-curricular activities within the Department.

Fakenham Academy & Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Specific Responsibilities**

* Plan and deliver good/outstanding lessons for all abilities;
* Monitor progress of the students in your classes and be prepared to provide evidence of both impact and progress;
* Liaise with the SEN department to ensure appropriate support is given to all students;
* Be willing to share teaching strategies and resources and deliver CPD within the department/academy;
* Contribute towards the wider Academy community;
* Be a Tutor and play an active role in House-based tutor activities;
* Participate in the staff performance management and appraisal process;
* Participate in, and where appropriate, contribute to the Academy programme of Continuing Professional Development.

**Additional Responsibilities**

* Lead colleagues effectively and hold staff to account
* Work strategically and operationally to tight deadlines
* Help to build and sustain a cohesive department that achieves at the highest level on every measure and to hold teachers, and all staff, tightly to account for all aspects of their professional responsibilities and outcomes.
* Secure continuous improvement and development in every area of the department raising standards and producing the highest levels of student achievement to ensure student targets are met or exceeded
* Effectively help to lead, manage and deploy teaching and support staff within the department to ensure the highest student outcomes
* Contribute to, and drive forward, the school’s vision, values, aims and policies as a Middle Leader and ensure that they are translated into action across the department and the school
* Ensure that the department has a demonstrable impact in terms of attainment, participation, enrichment and whole-school ethos.
* Liaising with and support all other departments in the MAT, Teaching and Learning SLT, other Curriculum Leaders, Learning Support, Parents/Carers and external agencies.
* Establish and implement a strategic vision for the department
* Lead the preparation for and implementation of actions from the Department Review Process, Department Development plan and other School Self Evaluation processes, ensuring that they result in demonstrable improvements in the outcomes of all students and groups of students
* Participate in the recruitment and selection of teachers, and other staff, as appropriate
* Participate as a line manager in the staff appraisal process
* Develop and deliver a programme of extra-curricular activities within the Department

**REMUNERATION**

Salary Details:

* MPR minimum to UPR maximum

The post attracts the following additional allowances:

* TLR: 2 - £4,777 per annum

All payments are pensionable under the Teachers’ Pension Scheme.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Fakenham Academy & Sixth Form employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Fakenham Academy & Sixth Form’s Performance Management Programme.