



Acorn
Education Trust

Head of MEL

Kingdown School

Welcome from Sara Edwards

Acorn Education Trust CEO

Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 22 settings: 16 Primary Schools, 4 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

Sara Edwards

About Kingdown School

Believe. Aspire. Achieve.

Kingdown School is a co-educational, non-denominational secondary school, educating young people between the ages of 11 and 18 years. Located in the charming garrison town of Warminster, Wiltshire, we have a strong reputation in the local community and beyond, built on an unswerving focus on the quality of teaching and learning and great pastoral care.

Our school has a large and friendly team who are dedicated to helping each and every young person achieve their full potential. In 2022, we retained our 'Good' Ofsted rating and were praised for our strong moral leadership and for the wide range of opportunities that we have on offer to support students with their broader development.

As a founding member of Acorn Education Trust in 2014, we work closely with other schools within the Trust to provide the best possible education, opportunities and support for our young people, who are always at the heart of our decision making.

Our well-resourced school has a wide range of excellent facilities, including:

- Sports fields, netball courts, tennis courts, astro turf pitches, a gym and sports hall;
- Dance and drama studios;
- Interactive whiteboards and projectors in classrooms;
- Computer suites in most teaching areas;
- A dedicated sixth form building and suite of rooms;
- A large hall with full AV system and a stage for productions, events and concerts;
- An open-plan library with a wide range of reading materials;
- Subject area suites for science, design technology and art;
- Enhanced provision via our Link and Learning and Welfare Hub, plus a Behaviour Hub.

In a recent survey, 95% of our staff said they enjoyed working at Kingdown and felt well supported here – we value everyone at Kingdown.

Helen Carpenter
Headteacher

For more information, please visit our website: www.kingdown.wilts.sch.uk

Department information

Modern Foreign Languages (MFL)

Curriculum

Key Stage 3

- There are four groups of Spanish and four groups of French in Year 7 and students currently have 4 lessons per fortnight. There are four classrooms in the department. Students in Year 8 have four lessons (five groups of French and four groups of Spanish) and Year 9 have four lessons per fortnight.
- Pupils benefit from detailed schemes of work and excellent resources at KS3, resulting in high levels of motivation and attainment.
- There is an annual trip to France for Year 7 students in July.

Key Stage 4

- Our main GCSE language is French but we also offer GCSE Spanish.
- We use the AQA exam board and a range of resources including Expo and Metro text books, Boardworks plus various website subscriptions, to support students.
- We have organised KS4 trips to Barcelona and Paris this year.

Key Stage 5

- We teach French and Spanish at A level to Years 12 and 13 using the AQA exam board and often achieve excellent results due to the high quality teaching and individual support provided to students.

Department accommodation and resources

There are five MFL classrooms in the Languages block which are well-furnished with PC, projector and whiteboard, as well as storage for students work and files. All teaching materials are close at hand, including a wide range of shared online resources. We have a comfortable staff room with space to work, which enables us to socialise and share thoughts and ideas.

Department structure

The MFL Department consists of staff who are passionate about the teaching of Languages.

We are an enthusiastic and committed team and aim to deliver high quality lessons in a positive but well-disciplined environment. Our department's success is due to the high expectations placed upon pupils and staff, great communication and exceptional teamwork that is evident on a daily basis.

Working as a team is an important feature of our practice. It is our aim that each teacher of MFL, regardless of seniority or working hours, can contribute fully to the key policies and practices of the Department as well as share ideas and resources.

Job description

Job title	Head of MFL
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Reporting to	Headteacher
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Main purpose

The Head of MFL will:

- Be responsible for the operational running of the MFL department;
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document;
- Meet the expectations set out in the Teachers' Standards.

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;
- Adapt teaching to respond to the strengths and needs of pupils;
- Set high expectations which inspire, motivate and challenge pupils;
- Promote good progress and outcomes by pupils;
- Demonstrate good subject and curriculum knowledge;
- Participate in arrangements for preparing pupils for external tests.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values;
- Make a positive contribution to the wider life and ethos of the school;
- Work with others on curriculum and pupil development to secure co-ordinated outcomes;
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

Professional Development

- Take part in the school's appraisal procedures;
- Take part in further training and development in order to improve own teaching;
- Take part in the appraisal and professional development of others, where appropriate.

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Job description continued

Duties and responsibilities cont.

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Develop effective professional relationships with colleagues.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school;
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality;
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers;
- Contribute to the recruitment and professional development of other teachers and support staff;
- Deploy resources delegated to them.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies;
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary;
- Promote the safeguarding of all pupils in the school.

Please note: This Job Description may be amended at any time in consultation with the postholder.

Person specification

Criteria	Essential
Qualifications and Experience	<ul style="list-style-type: none">• Qualified Teacher Status (QTS);• Undergraduate degree;• Successful teaching experience across the full secondary age and ability range up to and including Sixth Form (Key Stage 5 / A level);• Experience in a leadership role within a Modern Foreign Languages (MFL) Department.
Skills and knowledge	<ul style="list-style-type: none">• Knowledge of the National Curriculum;• Knowledge of effective teaching and learning strategies;• A good understanding of how children learn;• Ability to adapt teaching to meet pupils' needs;• Ability to build effective working relationships with pupils;• Knowledge of guidance and requirements around safeguarding children;• Knowledge of effective behaviour management strategies;• Good ICT skills, particularly using ICT to support learning;• Proven leadership skills.
Personal attributes	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school;• High expectations for children's attainment and progress;• Ability to work under pressure and prioritise effectively;• Commitment to maintaining confidentiality at all times;• Commitment to safeguarding and equality.

The Head of MFL will be required to follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

Continued Professional Development (CPD)

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

Health and wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

Pensions

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

How to apply

We highly encourage all interested applicants to arrange a tour of our school prior to applying.

To arrange a tour, or if you would like any additional information about this role, please contact the school office via email at info@kingdown.wilts.sch.uk or by phone on 01985 215551.

To apply

Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

Kingdown School, Woodcock Road, Warminster, Wiltshire, BA12 9DR

01985 215551

info@kingdown.wilts.sch.uk

Kingdown School, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.