



**Outcomes Focused, Child Centred**



**Head of MFL (Spanish/French) / 2<sup>nd</sup> in Humanities  
Recruitment Pack**

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## Welcome from the Chief Executive

On behalf of the Northern Education Trust Board, welcome to the Northern Education Trust.

We are unwavering in our commitment to ensure that the outcomes our young people secure prepare them fully for life beyond school. Our Academies are happy and thriving communities where children both achieve and feel safe and cared for. As an inclusive Trust we strive to help young people overcome any barrier to learning.

We are a caring employer and invest heavily in professional development, allowing our staff opportunities to take the next steps in their career. We hope you find our website holds all the information you need to believe that whether you are a parent or prospective employee, your next steps should be taken with us.

## Welcome from the Principal



Thank you for taking the time to look through our recruitment pack for Head of MFL (Spanish/French) / 2nd in Humanities at Kearsley Academy.

Kearsley Academy has undergone a fantastic transformation over the last four years; strong and stable leadership from the Trust as well as a committed senior leadership team and amazing teaching and support staff has resulted in an Academy that has moved from being a poor performer to one of the best performers both in the local authority and nationally in respect of progress made by students attending the academy.

Our vision is that **“We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care”**. I can genuinely say that this vision is shared by all the team at Kearsley Academy, with no excuses and no exceptions. We have high expectations for our students, regardless of social background or their starting point in academy life, and through driving quality teaching and learning in the classroom, recruiting and retaining outstanding staff and maintaining a relentless focus on standards, we are able to drive outcomes for our students which are reflected in GCSE results at 4+ and 5+ in the core subjects well above the national average.

Whilst our drive for outcomes is paramount, we also understand that we often work in a challenging environment; the school has a high level of pupil premium children, children with special educational needs, and children with other challenges within our care. We have a dedicated non-teaching inclusion team on site offering a high level of pastoral care and working with external agencies and the local community to assist children not only in achieving good academic outcomes, but also developing them as people who understand and engage with the communities around them. Central to this is our Praise culture; pupils celebrate each other's work on 'Proud Thursdays'. During lessons, pupils take the initiative and applaud each other's achievements, and this helps them to feel a sense of motivation and develop a can-do approach to learning.

It's not just our learning and inclusion professionals who get involved at Kearsley, we have a strong experiences programme to ensure that all children benefit from great school activities or days out. We have a strong enrichment programme with clubs and activities on offer after the school day is finished. Our support staff regularly get involved in these activities, as well as playing a core role in school initiatives such as reading with the children or taking part in break duties, and are involved in and supported by whole school systems such as our expectations for learning policy.

Kearsley Academy has received numerous local and national accolades in recent years, but perhaps the best one we've had is from our pupils; they told our recent OFSTED inspection team that “they feel safe at school, and are happy and proud to attend this school”.

Thank you for reading, and once again, welcome to Kearsley!

**Mr. Andrew Newton**

Principal, Kearsley Academy

# Northern Education Trust

## Our Vision

We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

### The 10 values which underpin our vision:

1. We care passionately about the education and welfare of young people
2. We believe that all young people, irrespective of background or ability will be successful in our Trust
3. We are not and will never be selective. We believe that local schools are for all children
4. We are always inclusive. Our mechanisms to support the most vulnerable child to succeed and overcome barriers to learning are a key aspect of our work
5. Our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life in modern Britain. This includes workplace skills and appropriate advice for future progression
6. We have high expectations of behaviour
7. We adopt the local authority admissions protocol and work closely with them
8. We would always wish to act in such a way that has a positive effect on a neighbouring school or community. We care passionately about children in all schools, not just our own
9. That all employees act with integrity and embrace the value that 'we are the Trust'
10. We work regionally and nationally to develop approaches to MAT improvement that influence the wider school-led system

# Northern Education Trust

## NORTHERN Model for School Improvement

**N**o Exceptions and no excuses / Aspiration & compliance / The 80/20 model

**O**utstanding leadership / Outcomes focused / Vision and values – with integrity

**R**elentless focus on standards / RAG and STEPS

**T**eaching and learning / Quality in the classroom

**H**igh expectations / Behaviour policy, staff performance

**E**nrichment / Curriculum and beyond

**R**ecruitment, retention and staff development

**N**etwork development and system leadership

# The Application Process

The Trust seeks highly motivated and professional individuals to work for us. You must have a passion and commitment to improving the life chances of our students. Vacant posts are advertised on our website and a Trust application form must be submitted for these posts.

We are committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All posts are subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and well-being of our students.

All applications must be made through our online portal. We are unable to accept CV's or applications made postally. The link to apply is shown at the bottom of the Job advert on page 9.

Successful candidates will then be contacted to attend for an interview. Dependent on the position applied for will determine this process. For teaching applicants there will be a requirement to be observed teaching a lesson and then interviewed by a panel of three academy staff.

Non-teaching applicants will be required to complete a task and then interviewed by a panel of three academy staff.

After interview the successful candidate will be contacted, start date confirmed and a conditional offer letter sent out, subject to our safer recruitment practice.

## Where to Find Us



### Directions to Kearsley Academy

From the M60, either direction exit at junction 15, take the M61 exit to Preston/Wigan/Bolton. Keep right at the fork to stay on M61, follow signs for A666. Take the A6053/A666 exit towards Farnworth/Kearsley. At the roundabout, take the 3<sup>rd</sup> exit onto Bolton Rd/A666. Exit the roundabout onto Bolton Rd/A666. Go straight through the traffic lights then take the first right onto Pilkington Rd. At the end turn right onto Springfield Rd. Entry to Kearsley Academy is the second turning on the right, for access press the buzzer for reception.

From the M61, exit at junction 3, take the A6053/A666 exit to Farnworth/Kearsley. At the roundabout, take the 3<sup>rd</sup> exit onto Bolton Rd/A666. Exit the roundabout onto Bolton Rd/A666. Go straight through the traffic lights then take the first right onto Pilkington Rd. At the end turn right onto Springfield Rd. Entry to Kearsley Academy is the second turning on the right, for access press the buzzer for reception.

From Bolton via St Peter's Way A666, take the exit signposted for Kearsley/Preston/M61. At the roundabout take the 1<sup>st</sup> exit onto Bolton Rd/A666. Exit the roundabout onto Bolton Rd/A666. Go straight through the traffic lights then take the first right onto Pilkington Rd. At the end turn right onto Springfield Rd. Entry to Kearsley Academy is the second turning on the right, for access press the buzzer for reception.

### Contact Details

Kearsley Academy  
Springfield Road  
Kearsley  
BL4 8HY

Phone: 01204 332555

Email: [kearsley.enquiries@northerneducationtrust.org](mailto:kearsley.enquiries@northerneducationtrust.org)

Web: <https://ka.northerneducationtrust.org>



## Job Advert

**Post:** Head of MFL (Spanish/French) / 2nd in Humanities  
**Contract Type:** Permanent  
**Salary Range:** MPS1 – UPS3 + TLR2a (£28,000 - £43,685 + £3,017)  
**Working Type:** Full Time  
**Base:** Kearsley Academy, Springfield Road, Kearsley, Bolton BL4 8HY  
**Start Date:** 17<sup>th</sup> April 2023

Please note: the post holder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the rehabilitation of offender's act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Northern Education Trust (NET) is a charitable education Trust with a good track record for school improvement. The Trust sponsors 21 academies; 11 secondary and 10 primaries across the North of England in eleven Local Authority regions. We can offer you an excellent opportunity for career progression both within the Academy and the Trust as well as a supportive professional environment with an ambitious leadership team and a clear vision for the Academy.

We are seeking to appoint a Head of MFL (Spanish/French) / 2nd in Humanities

Main Duties include:

- Carrying out the professional duties of a teacher in accordance with Academy policies and under the direction of the Principal
- The quality of teaching and learning in the department
- Overall student outcomes in the department in partnership with the teachers concerned
- Evaluation of relevant assessment information for individuals, groups and cohorts
- Induction and support of new staff
- Ensuring good pastoral care and personal development for students
- Ensuring good behaviour and encouraging good attendance and punctuality
- Presenting information and evaluation reports to the senior leadership team, parents and Academy Council members, as requested
- Arranging and promoting activities across the department to foster personal development, commitment and enthusiasm in students
- Liaison with external agencies as required for pupils in the department
- Performance management of teachers in the department as required
- Ensuring that departmental budgets are deployed effectively and achieve value for money
- To ensure that the curriculum fully meets the needs of all students and effectively delivered in all respects
- To actively promote the development across the Academy
- To further investigate vocational qualifications that can be delivered by the Department

*The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All posts are subject to enhanced disclosure and barring service checks. We expect all adults to share our commitment to safeguarding and the health and wellbeing of our pupils.*

For more information, please contact [m.field@northerneducationtrust.org](mailto:m.field@northerneducationtrust.org)

To apply, please visit:

[https://northerneducation.octo-  
firstclass.co.uk/candidates/account/login/148692?aisId=12&rmId=3351&src=3](https://northerneducation.octofirstclass.co.uk/candidates/account/login/148692?aisId=12&rmId=3351&src=3)

Closing date: 10<sup>th</sup> February 2023

Interviews 13<sup>th</sup> February 2023

*Due to the nature of the role, should suitable candidates apply, we reserve the right to recruit and close for further applications.*

## Job Description

<b>Job Title:</b>	Head of Department		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Nominated SLT Member	<b>Grade:</b>	MPS1 – UPS3 + TLR2a
<b>Service responsibility:</b>		<b>Salary:</b>	£28,000 - £43,685 + £3,017
<b>Additional:</b>		<b>Term:</b>	Whole Time

### JOB PURPOSE

The Head of Department is accountable for:

- Carrying out the professional duties of a teacher in accordance with Academy policies and under the direction of the Principal
- The quality of teaching and learning in the department
- Overall student outcomes in the department in partnership with the teachers concerned
- Evaluation of relevant assessment information for individuals, groups and cohorts
- Induction and support of new staff
- Ensuring good pastoral care and personal development for students
- Ensuring good behaviour and encouraging good attendance and punctuality
- Presenting information and evaluation reports to the senior leadership team, parents and Academy Council members, as requested
- Arranging and promoting activities across the department to foster personal development, commitment and enthusiasm in students
- Liaison with external agencies as required for pupils in the department
- Performance management of teachers in the department as required
- Ensuring that departmental budgets are deployed effectively and achieve value for money
- To ensure that the curriculum fully meets the needs of all students and effectively delivered in all respects
- To actively promote the development across the Academy
- To further investigate vocational qualifications that can be delivered by the Department

Some of these specific accountabilities may be assigned to other TLR post holders in the department but the head of department remains accountable for their overall achievement.

### JOB SUMMARY

1. Maintaining a focus on teaching and learning
2. Exercising appropriate professional skills and judgement
3. Accountability for leading, managing and developing a subject or curriculum area or student development in the Department

4. Working with other relevant teachers in the department:
  - Identify relevant department improvement issues
  - Define and agree appropriate improvement targets
  - Co-ordinate CPD needs and opportunities for department staff
  - Evaluate the impact of all improvement activities on the quality of teaching and learning
  - Provide the Senior Leadership Team with relevant subject, curriculum area or student performance information
5. Having impact on educational progress beyond personally assigned students in the Department
6. Working with other relevant teachers and staff in the department:
  - Identify appropriate attainment and/or achievement targets
  - Monitor pupil standards and achievement against annual targets
  - Monitor planning, curriculum coverage and learning outcomes
  - Monitor standards of pupil behaviour and application
  - Lead evaluation strategies to contribute to overall Academy self-evaluation
  - Plan and implement strategies where improvement needs are identified
  - Ensure that relevant attainment / achievement targets are met
7. Leading, developing and enhancing the teaching practice of others
8. Working with other relevant teachers and staff in the department:
  - Maintain personal expertise and share this with other teachers
  - Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
  - Monitor and evaluate standards of teaching, identifying areas for improvement
  - Plan and implement strategies to improve teaching where needs are identified
  - Induct, support and monitor new staff
  - Act as a performance management team leader for identified teachers
9. Line management responsibility for a significant number of people:
  - Ensure that performance management arrangements are effectively discharged by other team leaders in the department
  - Monitor the effectiveness and impact of performance management arrangements within the department (subject to the performance management policy)
  - Monitor and evaluate the contribution and impact of other staff in the Department to Academy improvement
  - Provide quality assurance monitoring and intervention with staff as agreed with the senior leadership team
  - Identify staff development needs and co-ordinate these with those responsible for CPD in the Academy
  - Plan the deployment of staff expertise to achieve departmental improvement objectives
  - Take initial responsibility for the pastoral care and welfare of all department staff

#### GDPR

10. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

#### Safeguarding

1. To follow all safeguarding and child protection policies and procedures

#### General

1. To participate in wider Academy meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

## Person Specification

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
<b>QUALIFICATIONS</b>				
1.	Degree or equivalent in an appropriate subject	E	✓	
2.	Qualified Teacher Status by start date	E	✓	
3.	Further higher qualifications	D	✓	
<b>EXPERIENCE</b>				
4.	Teaching or teaching practice across a range of age and ability	E	✓	✓
5.	Use of a variety of teaching styles and approaches	E	✓	✓
6.	The awareness of the assessment, recording and reporting of student's attainment and its use to further student's learning	D	✓	✓
7.	Experience of reflecting on and improving teaching practice to increase student achievement	D	✓	
8.	Experience of managing, motivating and developing staff	E	✓	
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Up to date knowledge in the curriculum area	E	✓	✓
10.	Understanding of the strategies needed to establish consistently high aspirations and rates of progress	E	✓	✓
11.	A knowledge of the Teaching Standards	E	✓	✓
12.	Knowledge of strategies that promote a positive climate for learning	E	✓	✓
13.	To make use of ICT as a tool for teaching and learning	E	✓	✓

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
14.	Excellent classroom teacher, or has the capacity to become one	E	✓	✓
15.	The ability to deliver engaging and motivating lessons to students across both Key Stages	E	✓	✓
16.	Ability to develop appropriate learning resources and to contribute to the departments Schemes of Work	E	✓	✓
17.	Effective and systematic behaviour management	E	✓	✓
18.	Strategic thinker who tailors lessons to student needs	E	✓	✓
19.	Understands and interprets complex data to drive student attainment	E	✓	✓
20.	Genuine passion and a belief in the potential of every student	E	✓	✓
21.	Promote positive relationships in order to fulfil the potential of every student	E	✓	✓
22.	Good communication, planning and organisational skills	E	✓	✓
23.	To work as a team supporting department members in developing and sharing good practice	E	✓	✓
<b>PERSONAL QUALITIES</b>				
24.	Pleasant and friendly manner	E	✓	✓
25.	Polite and punctual	E	✓	✓
26.	Reliable	E	✓	✓
27.	A commitment to working as part of the whole academy team and supporting the vision and aims of the academy	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**Chief Executive: Mr R Tarn**

Northern Education Trust  
c/o Thorp Academy  
Main Road  
Ryton  
NE40 3AH

**Phone:** 0191 406 6383

**Email:** [public.enquiries@northerneducationtrust.org](mailto:public.enquiries@northerneducationtrust.org)

**Web:** [www.northerneducationtrust.org](http://www.northerneducationtrust.org)