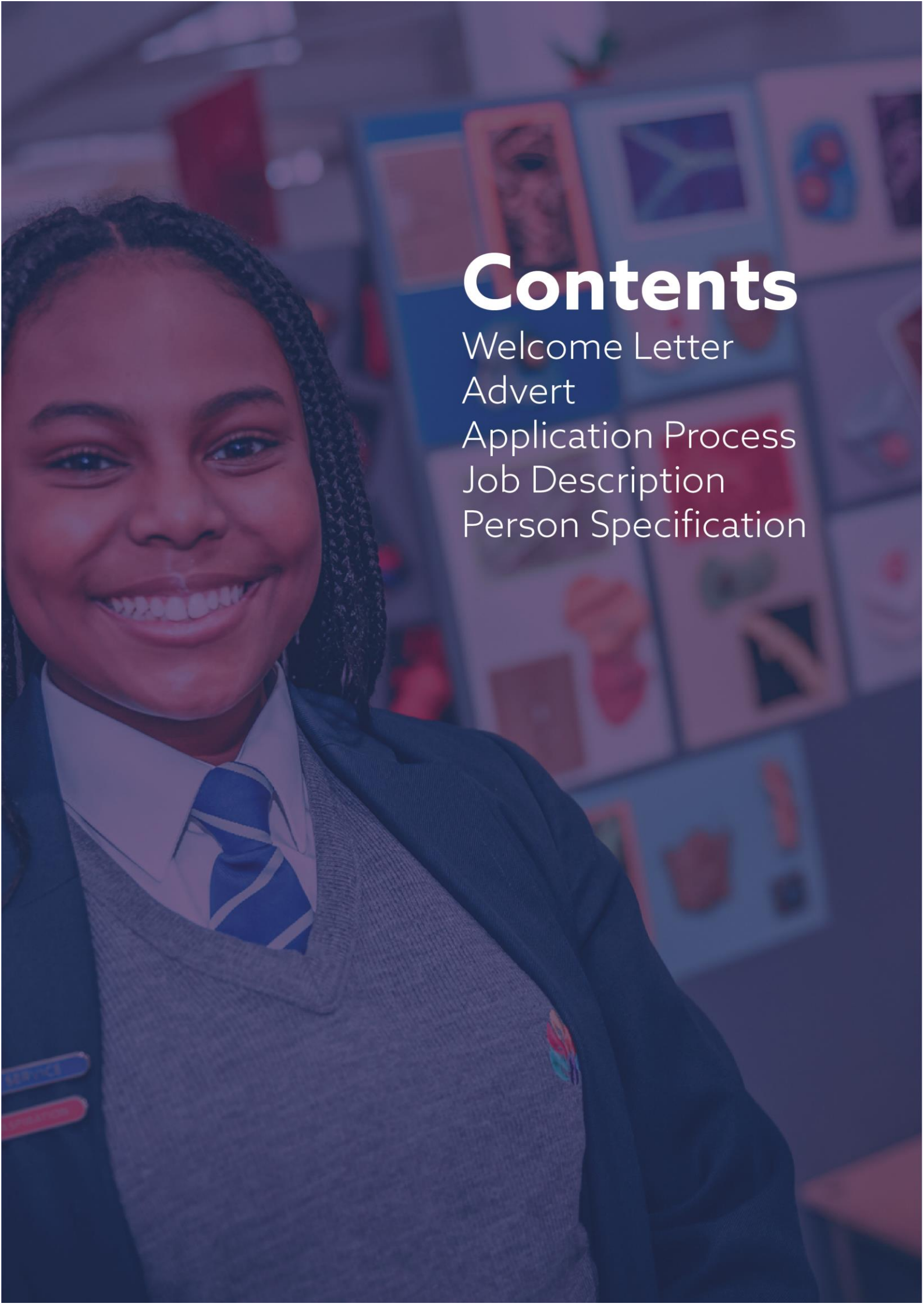


Lightcliffe Academy

# **Recruitment Application Pack**

Head of Modern Foreign  
Languages

Ref: SEP20230581

A young woman with dark braided hair, wearing a school uniform consisting of a grey V-neck sweater over a white collared shirt and a blue and white striped tie, is smiling at the camera. The background is a bulletin board covered with various colorful papers, photos, and drawings. The entire image has a semi-transparent dark blue overlay.

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# Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Lightcliffe Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

**To work in partnership to Educate, Nurture & Empower**

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.



**Helen Pratten & Catherine Garrett**  
Co-Chief Executive Officers

# Welcome

Dear Colleague,

Thank you for your interest in this role at Lightcliffe Academy.

In this pack you will find information that will inspire you to join our team, including details of the role and an insight into our ethos, approach and the high aspirations we have for ourselves and our students.

Lightcliffe Academy has recently moved into the next phase of its improvement journey. As a member of Abbey Multi Academy Trust we aim to provide the best possible environment for staff, students and the community we serve. Together we are both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence to achieve rapid change.

The academy has a dedicated and talented team who are committed to achieving the very best for our students. We are working hard to further unlock the potential in Lightcliffe Academy as well as further developing our capacity through the appointment of new members of staff.

Joining us at this exciting time presents a career defining opportunity. We have solid foundations in place that will take us to "good" at next inspection, which will be an incredibly rewarding experience for everyone involved. All staff will benefit from a bespoke CPD offer as well as opportunities to work closely with colleagues in the Abbey Multi Academy Trust. Most importantly, our students will flourish and have a wealth of opportunities available to them.

If you are seeking a truly distinctive role within a unique environment, please arrange to visit us to see first-hand what Lightcliffe Academy and Abbey MAT have to offer.

We look forward to meeting you.

Paul Cooper  
Executive Principal

Jo Hackett  
Head of School

*The focus on character curriculum  
at Lightcliffe, and the opportunities  
available to me outside of the curriculum,  
have really helped me grow in confidence*

Student



|                            |                                                        |
|----------------------------|--------------------------------------------------------|
| <b>Position:</b>           | <b>Head of Modern Foreign Languages</b>                |
| <b>Nature of contract:</b> | <b>Permanent</b>                                       |
| <b>FTE salary:</b>         | <b>MPS/UPS, £28,000 - £43,685 with TLR 2c (£7,368)</b> |
| <b>Working hours:</b>      | <b>FTE</b>                                             |

Are you passionate about providing a high-quality, inclusive education? Are you looking to join a dedicated Academy Trust that genuinely invests in and develops their staff? Then apply today to join **Lightcliffe Academy**.

This is an exciting time for Lightcliffe Academy as it moves into the next phase of its improvement journey.

As a new member of staff, we will nurture, challenge and support you. The post offers an opportunity to join an experienced team where creativity, innovation and the ability to work collaboratively is valued.

We are looking for:

- An inspirational leader and role model to colleagues and students.
- A leader with high expectations for all who is able to encourage and enthuse students to achieve their full potential.
- Ensuring consistently high levels of progress for all students
- Ensuring high standards and expectation from students and staff
- Ensuring the provision of high quality teaching and learning

What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos,
- Enthusiastic, well-motivated colleagues,
- A 24/7, confidential employee assistance programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers,
- Free secure onsite parking,
- Membership of a pension scheme,

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

***In Partnership to Educate, Nurture and Empower***

For more information about us or our academies visit [www.abbeymat.co.uk](http://www.abbeymat.co.uk).

Find out about more about Lightcliffe Academy by visiting [www.lightcliffeacademy.co.uk](http://www.lightcliffeacademy.co.uk). The academy safeguarding and child protection policy is available [here](#).

Visits to our school to meet the team and experience our wonderful atmosphere are warmly welcomed and encouraged. These can be arranged by contacting Stephanie Hardaker via [shardaker@lightcliffeacademy.co.uk](mailto:shardaker@lightcliffeacademy.co.uk). If you have questions about the recruitment process, please email [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org).

*Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.*

*We promote diversity and want a workforce which reflects our communities.*

## How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: Noon Monday 9<sup>th</sup> October 2023

Interview date: Wednesday 18<sup>th</sup> October 2023

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the [Recruitment Guidance for Applicants](#) in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.

|                       |                                       |
|-----------------------|---------------------------------------|
| <b>Job title:</b>     | Head of Modern Foreign Languages      |
| <b>Salary scale:</b>  | MPS/UPS with TLR 2c                   |
| <b>Working hours:</b> | FTE                                   |
| <b>Reporting to:</b>  | Vice Principal – Quality of Education |

### Overall purpose of the post:

To lead on the subject across the academy and promote a secure, caring and challenging educational environment for each class taught and the individual students within it.

### Key responsibilities:

- To share and support the academy's responsibility to secure the highest possible standards of learning and student progress.
- To contribute to the high expectations for achievement in the academy.
- To be aware of the established policies and practices of the academy and share in collective responsibility for their implementation and for its ethos.
- To share and support the corporate responsibility for the well-being, education, and discipline of all students.
- To be aware of the professional duties of teachers and the statutory framework in which we work.
- To support the work of the Leadership Team to implement and deliver an appropriately broad, balanced, relevant, and differentiated curriculum for students, supporting the curriculum area, in accordance with the aims and objectives of the academy.
- To have a secure knowledge and understanding of the subject(s) being taught and the relevant pedagogy to teach effectively across the full age and ability range.
- To know, understand and use the relevant statutory and non-statutory curricular and frameworks for the subject(s) or curriculum area taught.

### Responsible for:

- Teaching, support and accountability of assigned students to ensure high expectations and high standards of learning and good progress for individual and groups of students.
- To set, monitor and evaluate subject and individual student progress targets to make a measurable contribution to whole Academy targets.
- To monitor and evaluate the curriculum target in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
- To assess, record and report relevant to teaching and learning making effective use of Assessment for Learning Strategies and intervention as appropriate.

## Key Tasks:

### Educate

#### Teaching & Learning

- Ensure the provision of an appropriately broad, balance, relevant and differentiated curriculum for students studying the subject, in accordance with the aims and ethos of the Academy.
- To know how to make effective personalised provision for those taught, including those for whom English is a second language, have special needs or disabilities or other groups of students.
- To establish a purposeful learning environment within the classroom.
- To teach challenging, well organised lessons and sequences of lessons across the age and ability range they teach in which they:
  - Use an appropriate range of teaching strategies and resources, which meet students' needs and take practical account of diversity and promote equality and inclusion.
  - Build on the prior knowledge and attainment of these they teach in order that students meet learning objectives and make sustained progress.
  - Develop concepts and processes which enable students to apply new knowledge, understanding and skills.
  - Adapt their language to suit the students they teach, introduce new ideas and concepts clearly, and using explanations, questions discussions and plenaries effectively.
- To plan, mark and monitor set homework or other out-of-class work to sustain student progress and to extend and consolidate their learning.
- Know how to use skills in literacy, numeracy and ICT, including digital learning to support teaching and wider professional activities.
- To assist in the development of appropriate syllabi, resources, Schemes of Work, marking policies and teaching strategies in the curriculum area.
- To contribute to the improvement plan and its implementation.
- To undertake a designated programme of teaching and to plan and prepare courses and lessons.
- To participate in 'learning walks' and other learning evaluation and quality assurance strategies in accordance with Academy policy.
- To design opportunities for students to develop their literacy, numeracy, ICT, thinking and learning skills and cross-curricular themes so that they are reflected in the teaching and learning experience of students.

#### Achievement/Progress

- To use statistical and other information to evaluate the effectiveness of teaching and monitor the progress of those taught.
- To plan for progression across the age/ability range being taught, designing effective learning sequences within lessons and across series of lesson, informed by secure subject/curriculum knowledge.
- To make effective use of a range of assessment, monitoring and recording strategies, including writing reports in line with published deadlines.

- To know and apply the particular assessment requirements and arrangements for the subject(s) taught, including internal and external examinations and assessment for learning strategies.
- To participate in preparing and presenting students for public examinations.
- To maintain appropriate records and to provide relevant, accurate and up to date information using the Academy's data collection systems.
- To complete the relevant documentation to assist in the tracking of student progress.
- To mark, grade and provide written, verbal and diagnostic feedback as required.
- To establish a clear framework for class discipline in line with Academy policy to manage students' behaviour constructively and promote self-control and independence.
- To know the legal requirements, national policies and guidance on the safeguarding and promotion of the wellbeing of children.
- To comply with the Academy's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer.
- Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting supportive and constructive relationships with them.
- Know how to identify and support young people whose progress and development of well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for special support.
- To contribute to the preparation of education plans, progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with parents of students and with personal or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff according to the Academy's Policy.
- To contribute to PSHE activities according to Academy policy.
- To be a Form Tutor to as assigned group of students.
- To liaise with the Pastoral Team and Achievement Directors to ensure the implementation of the Academy's pastoral system.
- To register students accurately, accompany and supervise them in assemblies and worship activities and encourage their full attendance at all lessons and their participation in other aspects of academy life.
- To support the Academy's extra-curricular offer.

## Nurture

- To support the implementation of the Behaviour Policy within the curriculum area so that effective learning can take place.
- To comply with the Academy's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer.

## Empower

### Staff

- To support the effective and efficient deployment of classroom support.
- To support the use of analysis and evaluation of performance data as part of Performance Management.

- To support the maintenance and production of the Self Evaluation portfolio for the curriculum area.
- To support the production of reports within the quality assurance cycle.
- To participate in and support the Academy's ITT and ECT Programme.
- To assist in the implementation of Academy policies and procedures eg Equal Opportunities, Health & Safety etc.

### Students

- To actively involve student voice in the process of self-evaluation and the development of the curriculum area.
- To ensure that the delivery of the curriculum within the curriculum area delivers on the Academy's Mission Statement to empower students.

### **Partnership**

- To ensure effective communication/consultation, as appropriate, with the parents/carers of students, monitoring the overall accuracy and quality of reports to parents/carers, ensuring all deadlines are met.
- To contribute to the development of effective subject links with partner schools and other external partners.
- To support the effective promotion of the curriculum area at Open Days/Evenings, 'Moving on' Evenings and other events.

### **General Duties**

- To carry out supervisory duties in accordance with published schedules.
- To take part in appropriate meetings and events with colleagues, parents/carers, governors and external parties.
- To accept personal responsibilities for supporting the general ethos, atmosphere and progress of the academy.
- To act as form tutor and class teacher as required.
- To contribute to the PHSCE programme as required.

### **Abbey MAT responsibilities:**

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required,
- Support and promote the health and wellbeing of all colleagues and children,
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person,
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures,
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade and responsibilities of the role.*

| Qualifications                                |                                                                                                                                            | Essential |   |   | Desirable |   |   |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|-----------|---|---|
| 1                                             | Qualified teacher status for England (or equivalent)                                                                                       | A         | R |   |           |   |   |
| 2                                             | Relevant degree (or equivalent)                                                                                                            | A         | R |   |           |   |   |
| 3                                             | Recent, relevant professional learning and development                                                                                     | A         | R |   |           |   |   |
| 4                                             | Completion of, or working towards, additional professional qualifications                                                                  |           |   |   | A         | R |   |
| Professional knowledge, skills and experience |                                                                                                                                            | Essential |   |   | Desirable |   |   |
| 1                                             | Evidence of high expectations which inspire, motivate and challenge every student                                                          | A         | R | I |           |   |   |
| 2                                             | Evidence of track record of results that exceed expectations                                                                               | A         | R | I |           |   |   |
| 3                                             | Demonstration of in-depth subject and curriculum knowledge                                                                                 | A         | R | I |           |   |   |
| 4                                             | Consistently plan and deliver well-structured lessons that enable all learners to make exceptional progress                                | A         | R | I |           |   |   |
| 5                                             | Manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning                         | A         | R | I |           |   |   |
| 6                                             | Ability to manage and safeguard students' well-being, in accordance with statutory provisions and policies                                 | A         | R | I |           |   |   |
| 7                                             | Successful involvement in self-evaluation processes and data analysis as an aid in personal and school improvement, development and change |           |   |   | A         | R | I |
| 8                                             | Ability to lead, motivate and develop staff and students to work independently and in teams towards a common goal                          | A         | R | I |           |   |   |
| 9                                             | Active involvement in student development and leadership                                                                                   | A         | R | I |           |   |   |
| 10                                            | Awareness and understanding of the wider educational context and national accountability frameworks                                        | A         | R | I |           |   |   |
| 11                                            | Consistently good and outstanding teacher                                                                                                  | A         | R | I |           |   |   |
| 12                                            | Confident in use of ICT to support learning                                                                                                | A         | I |   |           |   |   |
| 13                                            | Successful working relationships with students, staff, parents/carers and the wider community                                              | A         | R | I |           |   |   |
| 14                                            | Experience of monitoring classroom performance across school/Academy                                                                       | A         |   | I |           |   |   |
| 15                                            | Successful experience in leading and managing change and innovation                                                                        |           |   |   | A         | R | I |
| Professional attributes, qualities and values |                                                                                                                                            | Essential |   |   | Desirable |   |   |
| 1                                             | An inspirational strategic leader, passionate about MFL                                                                                    | A         | R | I |           |   |   |
| 2                                             | Track record of making a positive contribution to the wider life of the school/Academy and community                                       |           |   |   | A         | R | I |
| 3                                             | Develops effective professional relationships with all                                                                                     |           | R | I |           |   |   |
| 4                                             | Ability to reflect critically, and respond to, performance feedback                                                                        | A         | R | I |           |   |   |
| 5                                             | Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour                                                 | A         | R | I |           |   |   |
| 6                                             | Ability to articulate, communicate and support the ethos and values of Lightcliffe Academy                                                 |           |   | I |           |   |   |
| 7                                             | Enabling the highest levels of student achievement through translating vision, ethos and values into practice                              |           |   | I |           |   |   |
| 8                                             | Enthusiasm to take the Academy forward through a process of change, development and ongoing improvement                                    |           |   | I |           |   |   |
| 9                                             | Commitment to leadership by example                                                                                                        | A         |   | I |           |   |   |
| 10                                            | Excellent interpersonal, written and oral communication skills                                                                             |           |   | I |           |   |   |
| 11                                            | High level of emotional intelligence and self-awareness                                                                                    |           | R | I |           |   |   |
| 12                                            | Resourceful and creative                                                                                                                   |           | R | I |           |   |   |
| 13                                            | Excellent time manager                                                                                                                     |           | R | I |           |   |   |

|                                                           |                                                                                                                                          |                  |   |   |                  |  |  |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------|---|---|------------------|--|--|
| 14                                                        | Personal resilience                                                                                                                      |                  | R | I |                  |  |  |
| 15                                                        | Inspire, challenge, motivate staff and pupils towards a shared vision                                                                    |                  | R | I |                  |  |  |
| 16                                                        | Foster an open, fair and equitable culture, managing conflict where necessary                                                            |                  | R | I |                  |  |  |
| 17                                                        | Prioritise, plan and organise self and others across the wide range of responsibilities                                                  |                  | R | I |                  |  |  |
| 18                                                        | Think creatively in order to anticipate and problem solve                                                                                |                  | R | I |                  |  |  |
| 19                                                        | Support for the Christian ethos of the Multi Academy Trust                                                                               | A                |   | I |                  |  |  |
| 20                                                        | A willingness to play a full part in Academy life and activities outside the classroom                                                   | A                |   | I |                  |  |  |
| <b>Safeguarding and promoting the welfare of students</b> |                                                                                                                                          | <b>Essential</b> |   |   | <b>Desirable</b> |  |  |
| 1                                                         | An appropriate motivation to work with children and young people                                                                         | A                | R | I |                  |  |  |
| 2                                                         | Ability to maintain appropriate relationships and personal boundaries with children and young people                                     | A                | R | I |                  |  |  |
| 3                                                         | Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline | A                | R | I |                  |  |  |

*The criteria will be evidenced as indicated*

*'A' refers to the candidate's application form and letter,*

*'I' to interview, and*

*'R' to reference*

*Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.*

*Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.*

### **Lightcliffe Academy**

Stoney Lane  
Lightcliffe  
Halifax  
HX3 87TL

**Tel:** 01422 201 028

**Website:** [www.lightcliffeacademy.co.uk](http://www.lightcliffeacademy.co.uk)

**Email:** [contactus@lightcliffeacademy.co.uk](mailto:contactus@lightcliffeacademy.co.uk)

### **Abbey Multi Academy Trust**

C/O Chapter House  
Abbey Grange C of E Academy  
Butcher Hill  
Leeds  
LS16 5EA

**Website:** [www.abbeymat.co.uk](http://www.abbeymat.co.uk)

**Email:** [enquires@abbeytrust.org](mailto:enquires@abbeytrust.org)

**Registered Company Number:** 07705552

