

**SAPIENTIA EDUCATION TRUST**

**WYMONDHAM COLLEGE JOB DESCRIPTION**

**HEAD OF MODERN FOREIGN LANGUAGES**

**FULL-TIME, PERMANENT**

|                               |   |
|-------------------------------|---|
| <b>Line Manager:</b>          | Senior Leadership Team designated line lead |
| <b>Salary:</b>                | MPR minimum to UPR maximum                  |
| <b>Additional Allowances:</b> | TLR 2.3 £7,368 per annum                    |
| <b>Residential Status:</b>    | Non-Resident                                |

**THE POST**

Wymondham College is a member of the Sapientia Education Trust (SET).

Wymondham College 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. The ideal candidate must be able to teach **French** KS3, 4 and 5 and **Spanish** KS3, and ideally KS4.

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.

Wymondham College is a state day and boarding school and approximately 50% of the College students are boarders. A willingness to undertake boarding duties for at least the first year of employment is an expectation of this post. A minimum of one duty in a boarding house, currently from 1715hrs to 2130hrs, on one evening a week will be expected, for which an additional boarding emolument is payable.

**PERSON SPECIFICATION**

**Personal Qualities.** Wymondham College expects its teachers to have the following personal qualities:

- Be a graduate teacher of Spanish and French;
- Be willing and able to teach Spanish and French at all ages and ability within the College;
- 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.** Wymondham College expects its teachers to have the following professional competences, or in the case of newly qualified teachers, the College 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 College 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 Wymondham College. This includes the requirement to work on some Saturday mornings. Additional holiday entitlement compensates for Saturday morning work and the annual requirement for directed time is 1265 hours in line with the STPCD.

The teacher will be responsible to the Headteacher for teaching classes in the College 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 Wymondham College. A contribution to the wider life of the College is an expectation of all staff, for example by supporting the extra-curricular activities within the Department.

Wymondham College 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/College;
- Contribute towards the wider college 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 College 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: 2.3 £7,368 per annum

All payments are pensionable under the Teachers' Pension Scheme.

A willingness to undertake boarding duties is a requirement in the first year. Additional Boarding Emoluments are paid to staff undertaking boarding duties. Non-Resident Boarding Tutors (NRBTs) are paid an hourly rate starting at £15.72 per hour (depending on service and experience) for duties as part of a team supervising a boarding house in the evening.

Wymondham College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

## **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 Wymondham College 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 Wymondham College's Performance Management programme.