



Castle Donington College

**Head of MFL
(French or Spanish specialist)**



Applicant Information



Castle Donington College

October 2025

Dear Applicant,

Head of Modern Foreign Languages

Thank you for your interest in the post of Head of Modern Foreign Languages at Castle Donington College. I hope this Information will be of interest to you and I look forward to receiving your completed application.

Castle Donington College is an 11-16 school. We have around 700 pupils on role across five-year groups (Years 7 to 11). The College is situated on the north west edge of Leicestershire on the Leicestershire, Derbyshire, and Nottinghamshire border and within 30 minutes' drive of Nottingham, Derby, Leicester, Loughborough and Burton, being close to the M1 and A50.

In June 2024 we received an Ofsted rating of 'Good' and we are very proud of our community and the pupils we serve. We chose to join the East Midlands Education Trust, a successful and thriving partnership of high achieving schools in January 2022. We have high aspirations for everyone in our community whether pupil or staff. We are therefore seeking to appoint a teacher who has a clear desire to contribute to the future success of the College and to support our young people to become the best they can be. The future is exciting, and we invite you to join us on the journey.

All our staff work collaboratively to support each other, share best practice and drive school improvement. We are committed to a happy, purposeful and secure environment that provides the opportunity for all to grow and develop. Our staff are highly valued, well regarded and fully supported. We can offer a coherent programme of induction and we have a strong commitment to professional development. Your development will be a key priority for us, regardless of your experience.

We teach French and Spanish at Key Stage Three and offer both of these subjects at GCSE. We currently follow the AQA specification. The job description and person specification will give you further details about what we require. We welcome and encourage prospective candidates to come and visit, to meet our staff and pupils and to experience first-hand the ethos and values of the College. If you believe you have the skills and qualities to help us continue to be successful, then I look forward to receiving your application. Details of how to apply can be found overleaf.

Best wishes,

Vickie Beeby
Principal

Mount Pleasant, Castle Donington, Derby, DE74 2LN
T: 01332 810528 Email: postroom@cdcollege.uk

Application Information

Appointment of	Head of Modern Foreign Languages (French or Spanish specialism)
Contract	Permanent
Hours	Full time
Salary	MPS / UPS + EMET TLR 2b
Closing Date for Applications	Monday 17 th November 2025
Interview Date	TBC
Start Date	January or April 2026

To apply:

- Visit East Midlands Education Trust website www.emet.uk.com/vacancies and complete the online application form
- On the application form, please focus on a detailed 'supporting statement' considering the person specification and indicating why you would be the best person for us to recruit to this position. Set out your experience to date and what you feel you can contribute to the post; include information about your current expertise and experience.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post, will be required to undergo a full enhanced DBS check and must be eligible to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process and this may include online searches.

We welcome applications regardless of age, gender, ethnicity or religion.

Please be aware, as the applicant, you are responsible for ensuring your application reaches us before the deadline/closing date. Late applications will not be accepted.

Head of Modern Foreign Languages Job Description

Job Title:	Head of Department: MFL	Reporting to	Assistant Principal (Curriculum)
Department:	Modern Foreign Languages	Salary Grade	MPS / UPS + EMET TLR 2b
Contract	Permanent	Normal Hours	Full time

Safer Recruitment Statement

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. This post is subject to a number of checks being carried out including References and an Enhanced level check by the Disclosure & Barring Service regarding any previous criminal record.

Equality Statement

Castle Donington College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 and the Equality Act 2010 to accommodate a suitable disabled candidate.

Responsibilities of all Staff:

- To make the education, safety and happiness of the pupils in the College your primary purpose
- To ensure the need to safeguard pupils' well-being is understood and followed in accordance with statutory provisions and in line with College procedures
- To promote the College aims values and ethos and to abide by policies and procedures in all situations
- To maintain high standards of punctuality and attendance
- To act as a role model by demonstrating a professional level of dress, appearance and behaviour
- To treat all members of the College community (staff, pupils, parents, Governors and visitors) with respect and dignity and at all times observe proper boundaries
- To know and always act within the statutory frameworks which set out your professional duties and responsibilities
- To show a tolerance of and respect for the rights and beliefs of others. To ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law and do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- To participate and engage fully in relevant college-based meetings and training activities, within contracted hours, including the appraisal process
- To respond speedily and appropriately to parental concerns, as appropriate to the role

Main responsibilities of the role

- To design and implement an ambitious curriculum.
- To demonstrate excellent and inspiring leadership to the MFL staff.
- To maximise the progress and development of students in MFL.
- To manage the resources, financial and otherwise, of the department.
- Develop and implement aims, policies and practices for the subject, and organise meetings to develop these.
- Co-ordinate the preparation and development of the curriculum, including teaching materials, teaching programmes, methods of teaching and assessment.
- Be accountable for the achievement of students in the department.
- Develop and implement systems for recording individual students' progress.
- Prepare the departmental development plans in line with the School Improvement Plan to reflect whole school and departmental priorities.
- Establish plans for the resourcing of the subject.

- Through self-evaluation, monitor progress made in achieving targets and evaluate the impact on teaching and learning.
- Contribute to the recruitment of staff to the department, and induct new staff including Early Career Teachers.
- Ensure the observance of relevant health and safety regulations.
- Maintain efficient and effective control of the department's budget.
- Plan, prepare and deliver challenging and engaging lessons to the full age and ability range.
- To meet all Teacher Standards.
- To ensure that the needs of all learners, including those with SEND and the most able, are taken into account.
- To be committed to developing as a teacher and leader.
- Contribute to the school's extra-curricular provision.
- To carry out supervisory duties as directed, and promote high standards of behaviour and respect.
- To hold and demonstrate positive values with colleagues, students and parents.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Person Specification				
Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview. Applicants should be able to <u>demonstrate</u> how they <u>meet the core criteria</u> relevant to the post:				
E= Essential D= Desirable A= Application I= Interview	Criteria Type		Identified By	
	E	D	A	I
Qualifications				
Good Honours degree	✓		✓	
Secondary PGCE, or equivalent	✓		✓	
NPQ or similar in Middle leadership		✓		
Knowledge & Skills				
Ability to plan and prepare educational activities to meet specified needs and review their effectiveness	✓		✓	✓
Ability to provide learners with effective support	✓		✓	✓
Ability to manage the learning environment effectively	✓		✓	✓
Ability to communicate clearly, accurately and promptly, at all levels, verbally and in writing	✓		✓	✓
Ability to accurately assess learners' needs and achievements	✓		✓	✓
Knowledge of the national secondary education system, examinations and curriculum	✓		✓	✓
Experience				
A minimum of three years' teaching experience	✓		✓	
Proven record of success in teaching across the age and ability range at secondary level	✓		✓	
Leading innovative and successful initiatives to raise student achievement		✓	✓	
Experience of contributing to curriculum planning at a departmental level		✓	✓	
Experience of contributing to Department Improvement Plans and Schemes of Work		✓	✓	
Experience of successful extra-curricular provision		✓	✓	
Excellent track record of positive outcomes for young people		✓	✓	
Personal Qualities & Attributes				
Ability to form and promote positive relationships with young people	✓		✓	✓
Ability to promote and model positive behaviour support when working with young people	✓		✓	✓
A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action	✓			✓
Commitment to and understanding of professionalism in line with the National Teaching Standards	✓			✓
In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria: • Ability to work effectively in a team and relate to all people • Ability to stay focused whilst being able to problem solve and use own initiative as appropriate • Ability to organise, prioritise and complete tasks efficiently and effectively • Ability to communicate effectively and to impart clearly knowledge for the benefit of others • Are flexible, adaptable and have a professional approach to work • Openness to new ideas and embrace change well • Punctual, reliable and an ability to keep to deadlines <i>We reserve the right to ask candidates who are shortlisted for interview to verify any statements made on their application form.</i>				