



CRESSEX
COMMUNITY
SCHOOL



HEAD OF MODERN FOREIGN LANGUAGES CANDIDATE INFORMATION PACK

SUMMER 2025

‘High achievement for all is our shared responsibility’

Our vision is that all learners should have the chance to succeed, regardless of their background, abilities, or skills. All learners have the right to an outstanding education, to improve their knowledge, skills and ultimately their life chances. At Cressex Community School we are committed to ensuring outstanding provision is made for all our learners, wherever they are learning



CRESSEX COMMUNITY SCHOOL
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Summer 2025

Dear Prospective Candidate

Thank you for your interest in this important post.

We are looking to appoint a passionate and highly driven Head of Modern Foreign Languages who has the vision and ambition to lead a growing subject that aims to cultivate a lifelong passion and enthusiasm for languages. The successful candidate will have outstanding subject knowledge (ideally be able to offer French and one other language) and have an excellent understanding of the curriculum, with the ability to motivate students through inspirational teaching. We encourage skilled and highly motivated practitioners of all levels of experience to apply. We are committed to supporting the right person to develop within this position through high quality leadership coaching.

We are very pleased to offer visits to potential job applicants. Please contact me if you would like an informal conversation and/or a tour of the school. Please apply by completing a Buckinghamshire application form. You should also write a personal statement indicating how your experience to date has prepared you for the post, and how you think you could contribute to the school (no more than two sides of A4, please). You can access the application via this link: <http://www.cressex.org/182/join-our-team>

We very much hope you will feel inspired to come and be part of the Cressex team. We look forward to welcoming a colleague who has high expectations of what students can and should achieve - both within the classroom and beyond.

With best wishes,

Khaiam Shabbir
Headteacher

'High achievement for all is our shared responsibility'



About Us

The School

Cressex Community School is an oversubscribed, popular and successful secondary school with approximately 750 students on roll on the western flanks of High Wycombe. In 2010 we moved into an outstanding new building. Classrooms are large, bright, and equipped with the latest technology, including Promethean interactive whiteboards, and have plenty of storage space. Our sporting and other facilities are state-of-the-art, and staff are able to benefit from a free on-site gym.

Our Values

We take great pride in the quality of education we offer, and in our strong team-working among students and staff. Our student body is wonderfully diverse; at the time of the last school census over 30 different first languages were recorded. We have a number of very able students who perform excellently in public examinations. In 2022, 2023 and 2024, our students achieved the best results in the school's history in many subjects, with a high proportion of exams passed at the top grades, and an overall Progress 8 score of approx. +0.4. As an all-ability school, we are equally proud of the success of our lower attaining students.

All students achieved at least one GCSE pass; 99% gained five or more passes.

Why Join us?

Our most recent Ofsted inspection recognised us as a 'good' school with a number of outstanding features. The work of our staff:

“ improve the life chances of every pupil. ”

The staff at Cressex are highly skilled and committed to securing high achievement for all. We are a family-friendly school that actively promotes a healthy work-life balance through reduced marking volume (we have three Assessment Points per year instead of six); a four-day teaching period every Friday; two weeks' paid paternity leave, and many other benefits.



HEAD OF MODERN FOREIGN LANGUAGES

All students are able to study a language at KS3 and for GCSE if they wish to and an increasing proportion choose to do so. The school also offers GCSE entries to speakers of a range of other languages. There are also opportunities across the curriculum where students are exposed to different languages. For instance, Arabic and Latin in RE - which all students study as part of their curriculum. Approximately 70% of our Key Stage 4 students are studying the full EBacc excluding the language component. Therefore, we are looking for a colleague that is committed to taking on the challenge of increasing language uptake at KS4.

We currently offer one language throughout Key Stages 3 (French), and two in Key Stage 4 (French and Arabic). We would like you to be ambitious and confident in widening the range of opportunities on offer. We are also looking to appoint someone that has the vision to provide many more opportunities for students through school co-curricular clubs and foreign educational visits.

Our Results

We have a number of very able students who perform really well in public examinations. In 2024, our students achieved our best GCSE results.

Students entered for MFL GCSE, do perform excellently in public examinations. In 2024, 25% of students entered achieved a grade 7 or above and 75% achieved a 4+. Overall, students had a value added of '0' in French, meaning that they achieve what is expected of them in public examinations. In the wider context of the school, our p8 score was 0.51; our students achieve 'well above average' in GCSE examinations.

[All schools and colleges in Buckinghamshire - Compare school and college performance data in England - GOV.](#)



Our Students

Ofsted described our students as:

“ charming, confident, respectful and welcoming. ”

Students' behaviour throughout the school is exceptional. Teachers have positive relationships with our humorous and well-mannered students. As a smaller-than-average but oversubscribed school, teachers really know students on an individual basis, and are able to help them develop over time.

Successes are celebrated regularly, including the dissemination of students' excellent written work.

Job Description

Responsible to:

Designated member of the SLT

Job purpose:

To promote the highest possible achievement of students in Modern Foreign Languages through consistently high-quality teaching

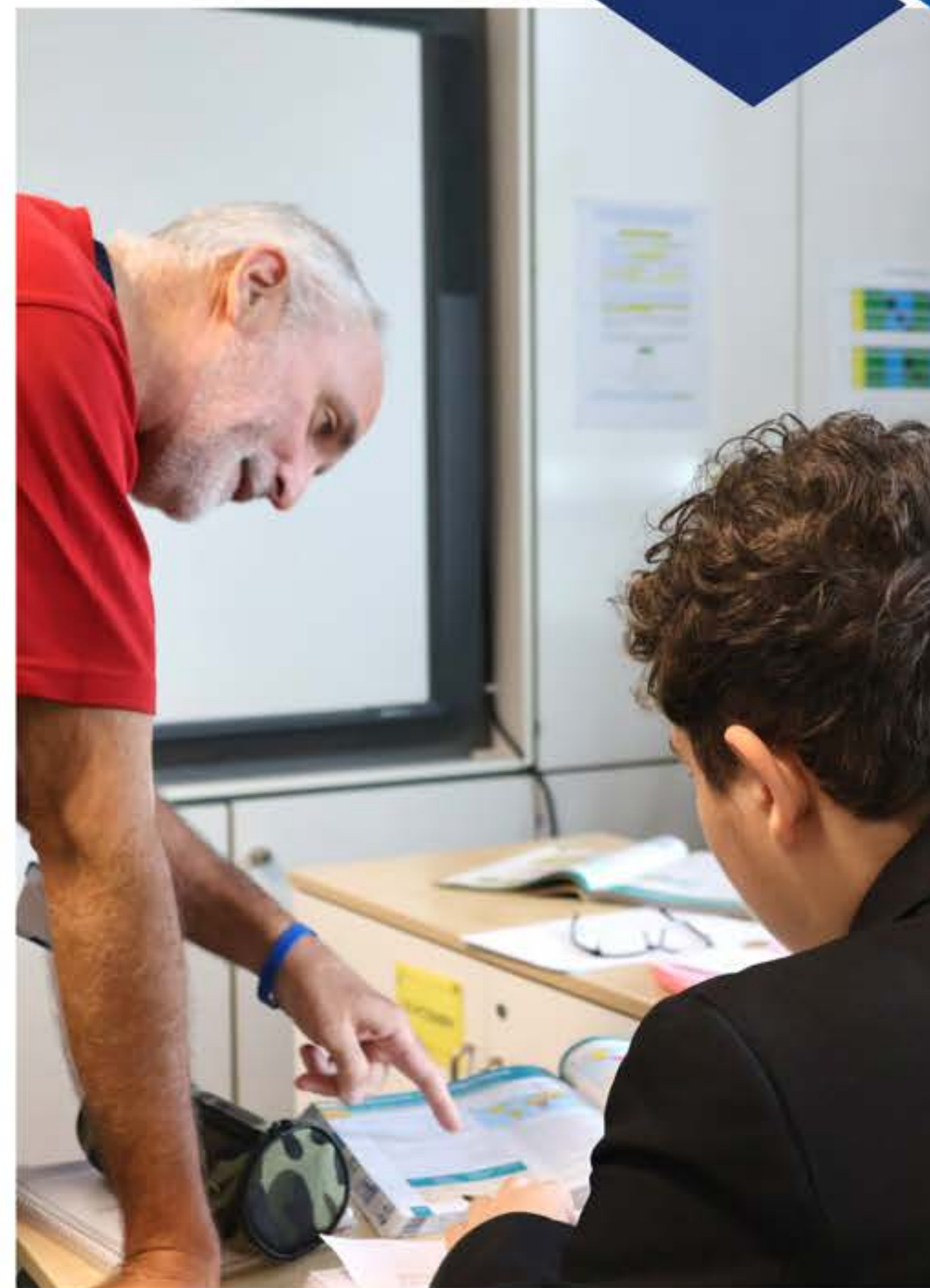
Who we're looking for:

Candidates need to demonstrate that they are passionate about giving our students the fundamental skills, and confidence to build knowledge, and character in languages. Students respond well to high quality teaching and are enthusiastic about the subject.

The successful candidate will be able to lead the department with an unrelenting drive to continually develop and improve the delivery of languages learning to ensure our students have the highest quality experiences of Modern Foreign Languages across all Key Stages.

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JOB REQUIREMENTS

Duties & Responsibilities

- a) to promote and safeguard the welfare of students according to school policies and procedures;
- b) to oversee the teaching and learning of French and Arabic across the age and ability range;
- c) to set high expectations which inspire, motivate and challenge students;
- d) to promote the best possible progress and outcomes by students;
- e) to demonstrate good subject and curriculum knowledge;
- f) to plan and teach well structured lessons within a coherent curriculum that meets statutory and other relevant requirements;
- g) to adapt teaching so that it responds to the strengths and learning needs of all students;
- h) to assess students' attainment and progress regularly and accurately, in line with the school policy, and update school and department records as required;



- i) to complete reports to parents/carers on students' attainment and progress in line with the school's procedures;
- j) to manage students' behaviour effectively to ensure a good and safe learning environment;
- k) to provide students with regular "formative" feedback to help them raise their attainment;
- l) to facilitate and encourage learning experiences which provide students with the opportunity to achieve their individual potential;
- m) to liaise with parents/carers;
- n) to share and support the school's responsibility to provide and monitor opportunities for personal and academic growth;
- o) to work collaboratively with colleagues;
- p) to participate in training and other learning activities and performance development as required;
- q) to participate in performance management;
- r) to be aware of and support diversity and ensure equal opportunities for all;
- s) to appreciate and support the role of other professionals working in the school;
- t) to help to support the 'can do, will do' culture within all aspects of the service at the school;
- u) to make a positive contribution to the wider life and ethos of the school;
- v) to carry out the professional duties of a school teacher, under the reasonable direction of the Headteacher, as set out in the current School Teachers' Pay and Conditions Document (STPCD)

JOB REQUIREMENTS

Duties & Responsibilities specific to the role of Head of MFL

- You will take responsibility of your curricular area to ensure high standards of Learning and Teaching, including working with the SEN Department, Support staff and the Senior Leadership Team, as required;
- You will effectively monitor and track academic progress for your curricular area, to ensure high standards are established and maintained, providing intervention strategies as appropriate;
- You will be responsible for providing and maintaining Schemes of Work, in line with the school's Learning and Teaching Policy. The Schemes of Work should provide stretch and challenge for all students, ensuring that the needs of all students are met. Opportunities for the teaching of Personal, Social, Health and Economic Education (PSHE) and careers information and guidance are encouraged;
- You will be responsible for the assessment, including summative assessments, and moderation of work, to ensure standardisation of reported grades, including Year 9, 10, and 11 mock exams. This will also include Year 7 standardisation testing;
- You will liaise with the Examinations Officer, to meet the requirements of excellent assessment;
- You will be responsible for attending Year 11 Results Day;
- To provide an annual audit of Key stage 3 and 4 Schemes of Work;
- To carry out a full analysis of students' performance at GCSE;



- You will be monitored on the standards of Learning and Teaching in the Department as well as producing a full Departmental Develop Plan;
- You will be responsible for the financial management of the department and decide on how the annual departmental budget will be used, monitoring expenditure regularly, to ensure the best values and appropriate maintenance of departmental resources;
- You will be responsible for the implementation of Health and Safety policies in the department;
- To provide activities that enrich the curriculum and the students' experience of learning;
- To provide cross-curricular links with other departments;
- To provide regular appraisal for departmental colleagues within the timeframe and extra training opportunities;
- To promote the school to prospective new students and their families through Open Evenings/mornings and Information evenings, including an Options evening for Year 8 Students and their families;
- To attend Head of Department meetings (CLG);
- To carry out any other duties which the Senior Leadership Team consider to be appropriate to the post of Head of Department;
- To provide and revise a departmental handbook for Key Stage 4 students;
- You are required to communicate with the parents/carers of students, both at scheduled points in the school year, including Parent's evenings and provide written reports;
- You are required to participate in the School's Duty Rota and provide supervision of students outside of lesson time as detailed;

What We're Looking For

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Good honours degree relevant to the teaching aspects of the role • Evidence of Continuing Professional Development in the specialist area(s) 	<ul style="list-style-type: none"> • Further academic or teaching qualifications;
Knowledge, Skills and Understanding	<ul style="list-style-type: none"> • A proven track record of excellent teaching abilities and classroom management skills; • Knowledge of the GCSE Modern Foreign Language specifications; • Able to promote good progress in individual lessons and over time • Able to plan effectively and organise time and resources • Able to foster excellent relationships with students, parents/carers and colleagues • Good communication, administration and organisational skills 	<ul style="list-style-type: none"> • Evidence of the ability to create a challenging and effective learning environment for students • Have the ability to teach consistently good lessons that challenge and inspire students of all abilities • Recognition and understanding of the importance of partnerships with parents/carers • An interest in and knowledge of developing the use of ICT as a learning tool • Understanding of the need for the school to play a full part in the community • Have a record of producing strong outcomes for students taught • Ability to teach French
Personal Attributes	<ul style="list-style-type: none"> • Strong desire to support the learning and achievement of students from a range of backgrounds • Warmth, resilience, and a sense of humour. 	<ul style="list-style-type: none"> • Ability to offer Spanish, Arabic
Other Requirements	<ul style="list-style-type: none"> • This post is exempt under the Rehabilitation of Offenders Act 1974. Due to the sensitive nature of the duties the post holder will be expected to undertake a criminal record check as part of the recruitment process. 	



CRESSEX
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Why Cressex Community School?

Benefits, Opportunities and More



Coop Schools
Cooperative Schools Network



**INVESTORS
IN PEOPLE**

HASSLE-FREE COMMUTE

Easily Accessible

As you explore exciting career opportunities, we want to emphasise the convenience and accessibility of our school, particularly for those commuting via the M40.

Situated just a stone's throw away from the M40 motorway, Cressex Community School offers an ideal location for teachers seeking a smooth and hassle-free commute. Our prime location ensures that you can easily connect to our school from various nearby towns and cities, making your journey to work a breeze.

By choosing Cressex Community School, you'll find yourself in a nurturing environment that values the importance of work-life balance. We understand that a stress-free commute plays a significant role in your overall wellbeing and job satisfaction. With our proximity to the M40, you can enjoy a convenient travel experience, allowing you to arrive at work energised and ready to inspire young minds.

ON-SITE CHILDCARE

Discounted Nursery

Having Cressex Day Nursery conveniently situated on our school site significantly benefits our staff and enables them to avail discounted nursery rates. It provides a convenient and accessible childcare solution for those with young children, making it easier to balance work and family commitments. By offering discounted rates, we demonstrate our commitment to supporting our employees' well-being and work-life balance.

This initiative not only helps attract and retain talented staff but also fosters a sense of community within our school. With the assurance that their children are in a safe and nurturing environment nearby, our staff can focus on their roles with peace of mind, knowing that their little ones are well taken care of.



CPD Opportunities

The availability of continuous professional development opportunities with Johnson & Johnson is a valuable asset for our staff at Cressex Community School. Partnering with such a renowned and respected organisation offers our teachers access to high-quality training and development programs. By collaborating with Johnson & Johnson, we ensure that our staff stays updated on the latest educational practices and methodologies.

These opportunities empower our teachers to enhance their skills, expand their knowledge base, and incorporate innovative approaches into their teaching. The collaboration with Johnson & Johnson not only elevates the professional growth of our staff but also enhances the overall educational experience we provide to our students, fostering a culture of excellence and continuous improvement within our school community.

Johnson & Johnson



HEALTH AND WELL-BEING SUPPORT FOR STAFF

On-Site Fitness Suite

Our on-site fitness suite at Cressex Community School provides a convenient and accessible space for our staff to prioritise their health and well-being. Equipped with state-of-the-art facilities and amenities, the fitness suite offers a range of exercise options to suit individual preferences and fitness goals.

With personalised fitness plans, professional guidance, and access to fitness programmes and classes, our staff can engage in regular physical activity that supports their physical and mental health. The on-site fitness suite promotes work-life balance by offering flexible workout schedules and shower facilities, making it easier for our staff to incorporate exercise into their busy lives. By fostering a culture of health and wellness, we create a positive and active work environment, supporting our staff in their journey towards improved well-being.

BE PART OF A CO-OPERATIVE TRUST SCHOOL

Collaborative working opportunities

Collaborative working opportunities are one of the benefits of working in a Co-operative Trust School; our Trust partners are:

- Buckinghamshire New University
- The Henley College
- Wycombe Abbey

INSPIRE THE NEXT GENERATION

Why Should you Apply?

The staff at Cressex are highly skilled and committed to securing high achievement for all. We are a family-friendly school that actively promotes a healthy work-life balance through reduced marking volume (we have three Assessment Points per year instead of six); a four-day teaching period every Friday; two weeks paid paternity leave, and many other benefits.

Remuneration for the role is very competitive and we offer bespoke, ongoing CPD opportunities.

How to apply

Please apply by completing a Buckinghamshire application form. You should also write a personal statement indicating how your experience to date has prepared you for the post, and how you think you could contribute to the school (no more than two sides of A4, please). You can access the application via this link: <http://www.cressex.org/182/join-our-team>

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