

## Modern Foreign Languages Assistant Information Pack

September 2022



**Linton Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to satisfactory references and an enhanced DBS check.**

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LINTON VILLAGE COLLEGE, Cambridge Road, Linton,  
Cambridge, CB21 4JB  
A comprehensive 11 – 16 Academy of 830 students  
Principal: Helena Marsh, MEd



## Modern Foreign Languages Assistant

### Part-time

**Main Scale 3/Point 5-6, £19,312-£19,698 (full time equivalent)**

**Actual salary £8660 -£8833 (10.01-10.21 per hour)**

We are looking for an enthusiastic, creative and proficient French and Spanish speaker to work 20 hours per week. You would be working with small groups of students between the ages of 11 and 16, helping them with their spoken and written French or Spanish and assisting with small administration tasks in the MFL department.

The MFL team is comprised of energetic, supportive and friendly practitioners who are committed to delivering engaging lessons and high attainment in MFL. In 2019, 86% of year 11 students at Linton Village College achieved 4+ in GCSE French, 75% achieved 5+, whilst 66% of year 11 students achieved 4+ in Spanish and 52% achieved 5+. Whilst these figures exceed the national averages especially in French, we are continually striving to raise achievement further, particularly in Spanish, with particular focus on our higher prior attainers and disadvantaged students. We welcome applications from positive and flexible individuals who will contribute to high standards and a culture of excellence.

Linton Village College is a high-achieving comprehensive 11-16 school at the heart of its local community. Ensuring a high-quality education for all of our students on a daily basis is our core priority. This is underpinned by a culture in which strong relationships, effective pastoral care and personal development opportunities are of paramount importance. We are committed to offering enriching learning experiences and we strive for educational excellence. We have very high expectations and provide a nurturing, friendly and supportive environment in which everyone can thrive and achieve.

The school supports colleagues' professional learning in national programmes as well as through a broad in- school and Trust-wide training offer. We also enjoy strong links with primary partner schools, sixth form colleges and the Faculty of Education at the University of Cambridge. Our membership of Anglian Learning provides further opportunities for career development and collaboration.

To find out more about this vacancy, please download an application form and information pack from our website at [www.lvc.org](http://www.lvc.org). We welcome contact from interested candidates to discuss the role. Please contact [humanresources@lvc.org](mailto:humanresources@lvc.org) to make an appointment. Applications must be submitted on the College's application form; CVs will not be accepted. Requests for flexibility in working arrangements/patterns will be considered. Closing date for receipt of applications is **9.00am on Monday 4<sup>th</sup> July 2022**.

*All staff share a commitment to Safeguarding and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check and other checks may be requested if applicable. We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working requests will be considered.*

Dear Applicant,

## **Modern Foreign Languages Assistant Vacancy**

Thank you very much for your interest in this position at Linton Village College. I hope that the information enclosed will encourage you to apply to join our dedicated team of staff and helps you to appreciate what makes Linton Village College a special place to work and learn.

### College ethos

We are a relatively small 11-16 comprehensive secondary academy with around 835 students on roll. Our culture is characterised by an inclusive and caring ethos. At Linton Village College everyone is a learner and every learner matters. Opened in 1937 as the third of Cambridgeshire's Village Colleges, the school is still true to Henry Morris' founding vision for cradle to grave learning. We operate a community sports centre and adult education provision in addition to community users.

### Location and facilities

Linton Village College is situated on the outskirts of Cambridge. Our students come from a large number of primary schools in South Cambridgeshire and bordering Essex and Suffolk villages, plus the town of Haverhill. There are excellent transport links and we have an expansive campus with lots of green spaces and some fabulous facilities including a beautiful library, science labs, dance studio and excellent sports amenities. Our staff and students also benefit from links with the Granta Special School that is co-situated on our site.

### School culture

Having been a pilot school for the Relational Schools research project, we prize the importance of developing strong relationships between all members of the College community. As a close-knit staff, there is collaboration and support across departments. We are people-centred and committed to having reasonable workload expectations of our staff (as showcased by the DfE) and access to high quality professional development. The six Linton Learner attributes are the qualities that we recognise, develop and promote in our students: curiosity, reflection, ambition, care, independence and responsibility. We have a strong safeguarding culture at the College.

### Student profile

As Linton Village College has grown, its student demographic has diversified. Our cohort varies year on year but is typically above national average with a significant proportion of higher-attaining students. Our intake is very comprehensive and in recent years we have attracted more students with acute SEND. Some have benefited from bespoke provision with the Granta Special School while others have needed more in-house modification to meet their needs. The proportion of students eligible for the Pupil Premium is lower than the national average (around 11%). We have relatively few EAL students.

### Pastoral care

The care and support on offer to students is a strength at Linton Village College. Each student is a member of a horizontal tutor group within a vertical House. The form tutor plays an integral role in offering pastoral care and supporting educational success. A Support Hub houses the four Heads of House and a range of other colleagues with specific pastoral expertise including an inclusion and safeguarding team, caseworkers and a counsellor. This team works in partnership with the SEND team in our Henry Morris Centre.

### Academic success

The College has maintained above-average levels of attainment and progress over a number of years with Progress 8 results of around/above +0.3 since the introduction of this measure. We are consistently within the top 25% of all schools nationally. In 2019, all students achieved positive value added, including vulnerable groups, with exceptional outcomes achieved in Science and Art. We are keen to sustain this success and strive for even stronger outcomes and to close achievement gaps, particularly in Maths, for SEND students and low/middle prior attaining boys which are areas of relative underperformance.

### Enriching education

We value the importance of a holistic education. Students at Linton Village College benefit from a wealth of enrichment activities including trips and visits to support the curriculum (particularly in STEM subjects and careers education) in addition to a thriving extra-curricular programme. A 5-day enrichment week in the summer term enables all students to engage in cultural opportunities beyond the classroom – the ambition is for every Year 9 student to experience a residential excursion. There are plentiful lunchtime and after school clubs on offer and we are also proud of our exceptional provision in the Arts.

### Professional networks

We joined Anglian Learning Trust on 1<sup>st</sup> April 2020. Membership of this local, community-focused and like-minded group of schools affords us lots of opportunities for professional development and school improvement. Our staff body benefits from accessing training through The Cambridge Teaching Hub and through membership of Whole Education. We also have close links with the University of Cambridge and other teacher training providers as well as our local primary schools.

### College Improvement priorities

Our College improvement plan centres on the importance of achieving consistency in the quality of educational provision:

- achieving an ambitious curriculum experience for all students in all subjects;
- embedding consistent and effective behaviour for learning across the school;
- ensuring that SEND teaching and provision enables all students to be successful.

It is my seventh year as Principal and it is a privilege to lead the College. However, there is much to be done to ensure that Linton Village College continues to be a vibrant, high-performing and successful school that meets the needs of all of its learners. I hope that you feel inspired to join us and play an integral role in the College's improvements.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Helena Marsh

Principal



## **Job Description: Modern Foreign Languages Assistant**

**Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.**

<b>Site</b>	Linton Village College
<b>Grade</b>	<b>Part-time</b> <b>Main Scale 3/Point 5-6, £19,312-£19,698 (full time equivalent)</b> <b>Actual salary £8660 -£8833 (10.01-10.21 per hour)</b>
<b>Hours of work</b>	20 hours per week
<b>Responsible to</b>	Head of MFL
<b>Job purpose</b>	To support teaching and learning within French and Spanish lessons

### **Key responsibilities**

- To support with learning key skills (Reading, Writing, Listening and Speaking). The Modern Foreign Languages Assistant's expertise will mainly be used to assist with speaking exercises and preparation for oral exams.
- Grammar revision.
- The Modern Foreign Languages Assistant will be asked by class teachers to prepare tasks for particular targets.
- The Modern Foreign Languages Assistant may be asked to sit in and support in a lesson inside the classroom.
- Most of the time, the Modern Foreign Languages Assistant will take small groups (approx.2-6 people) out of the classroom in turns for around 10 – 20 minutes each, although the size of the group and timing may vary according to teacher preferences.
- Differentiated work: Teachers may want to teach different content to their higher and foundation groups, and therefore the Modern Foreign Languages Assistant will take half of the class and deliver a lesson.
- Listening exams invigilating: The Modern Foreign Languages Assistant may need to help with listening exams where there are two tiers (higher and foundation) as there will be a different audio file for each group. The Modern Foreign Languages Assistant will need to take a group to a pre-booked free classroom to conduct the exam.
- Speaking Booster: On GCSE mock exam/exam days, the Modern Foreign Languages Assistant will have 15-minute booster sessions with students just before they go into their exam.
- Lunchtime revision: Each language will have a lunchtime revision session on a particular day of the week for mainly GCSE students who need some extra support. Additionally, 1-to-1 intervention support may be required for certain individuals.
- Ad hoc administration tasks to support the department.

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or line manager to ensure efficient and effective operation of the College.

## Person Specification: Modern Foreign Languages Assistant

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Education	Essential	Desirable
Educated to GCSE Level with a good standard of literacy and general education	✓	
GCSE grade C+ / 4+ in English and Maths and French or Spanish	✓	
A Level French/Spanish or equivalent		✓

Experience	Essential	Desirable
Experience of working in a school or college context		✓
Experience of working in a classroom		✓

Professional Qualities	Essential	Desirable
A high level of organisational ability	✓	
Ability to work well with other colleagues	✓	
Ability to communicate effectively with staff and students	✓	
Ability to learn quickly	✓	
Ability to work independently	✓	
Maintain confidentiality	✓	
An interest in education	✓	
Ability to use ICT		✓
Flexibility in relation to tasks carried out	✓	
Able to converse at ease with members of the public (i.e. staff and students), answer questions and provide advice in accurate spoken English	✓	
Proficient/good working knowledge of Spanish/French	✓	
Confidence in managing 1-2-1/small group sessions.	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children	✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Energy and enthusiasm	✓	
Confidence	✓	
Resilience	✓	
Good humour and an ability to maintain perspective	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues and children	✓	



## Application instructions/information



### Recruitment incentives

- A friendly, community environment.
- Free membership of the College's Fitness Suite.
- Cycle to work scheme.
- A school laptop issued to all teaching staff.
- Access to free parking on site.
- Access to an [employee assistance scheme](#).
- A commitment to supporting healthy staff workload and wellbeing.
- Access to staffroom with free tea and coffee.

### How to apply

1. Complete the application form. This is available to download from our website at [vacancies](#). CVs will not be accepted.
2. Write a letter of application to the Principal, Helena Marsh, of no more than two sides of A4. Please make reference to the person specification and job description and explain how your knowledge, skills, values and attributes make you well-suited to this role at Linton Village College.
3. Send your completed application form and letter to Human Resources no later than **9.00am on Monday 4<sup>th</sup> July 2022** to [humanresources@lvc.org](mailto:humanresources@lvc.org). Please include the vacancy job title in the subject line and attach your application form and letter. Please do not send hyperlinks or other file formats.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [policies](#) page.
6. If you have any queries about the application process please contact Human Resources ([humanresources@lvc.org](mailto:humanresources@lvc.org))

### Find us

Directions to the College can be found [here](#).

### Ofsted

Read our most recent [Ofsted report](#).

## **Accompanying documentation**

The College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email.

Full details of the documents required will be sent with your invitation to interview.

**Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check. Certificates of Good Conduct and other checks may be requested if applicable.**

**This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org)**

**We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working requests will be considered.**

