

**Application Pack**

**Modern Foreign Languages Teacher**

**Full Time Post: Permanent**

Thank you for your interest in our vacancy.

The following information contains further details regarding the school and the role.

**Sandbach High School and Sixth Form College are proud to be registered with ‘Investors In People’ and continue to support the development of our teachers and support staff.  We offer regular training programmes as well as staff well-being activities. Our school offers an exciting, rewarding and supportive environment for all our staff enabling them to grow and build on their skills.**

We take pride in being a caring and well-ordered community where everyone is encouraged to develop self-awareness and personal responsibility and play a full part in the life of the school. Our Code of Conduct is based on respect, courtesy and consideration. We make sure that students who work hard, help others and show responsibility in their behaviour are properly recognised through our awards system. Commitment and success in sport or music are celebrated in the award of distinctive colours badges.

Our extensive curriculum is broad and balanced, giving all students the opportunity to develop their potential. A wide range of learning and teaching strategies is used to actively involve students in the learning process. Progress is carefully assessed and monitored.

The Trustees are seekinga well-qualified, enthusiastic and inspiring graduate to join our Languages department and teach Modern Foreign Languages to GCSE level, as well as ideally A Level.

The successful candidate will be creative, imaginative and an excellent team player with a proven record of excellence in the classroom.

Applications from experienced and early career teachers are welcomed.

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| **Appointment Type** | Permanent |
| **Start Date** | Monday 21st April 2025 / Monday 1st September 2025 |
| **Salary Scale** | MPS/UPS |
| **Closing Date** | Midday on Tuesday 4th February 2025 |
| **Interview Date** | Monday 10th February 2025 |

**Modern Foreign Languages Teacher**

**The ideal candidate will:**

* Be a well-qualified Modern Foreign Languages teacher with a record of planning and delivering lessons that are engaging, challenging and enjoyable for pupils of all ability levels
* Have a PGCE qualification (or will have obtained one by the start of the contract) and QTS
* Be passionate about Languages for All to GCSE
* Be able to teach pupils throughout KS3 & KS4, with the potential of KS5 teaching
* Be able to inspire and build positive relationships with students
* Have evidence of supporting students to reach their full potential
* Be a resilient character with a strong personal drive

**We can offer you:**

* The opportunity to work with a collaborative, dedicated and friendly MFL department
* The opportunity to work alongside a forward thinking and supportive Headteacher and Senior Leadership Team whose priority is to support and develop you.
* Friendly and highly motivated students who are keen to learn and take pride in their achievements.
* A comprehensive induction programme when joining the school as an ECT, including your own dedicated mentor.
* An Investors in People approved school where staff are supported and encouraged to take part in professional development programmes with the opportunity to share best practice within your own department and with staff from other specialisms.

**The Department:**

The Modern Foreign Languages department at Sandbach High School and Sixth Form College is deeply committed to promoting the learning of foreign languages and developing the intercultural understanding of our students. This is supported by the school’s Languages for All policy. We seek to live the visions and values of the school in everything we do.

There are currently nine members of staff, including a Curriculum Leader and Assistant Curriculum Leader, who teach Spanish and French across the full range of ages and abilities, and German at KS4 and KS5. We are passionate linguists. All members of the department teach at least two languages with at least one language to A Level.

We are deeply committed to

* Nurturing enjoyment of foreign languages
* Empowering students as effective users of language
* Encouraging appreciation of and respect for different cultures
* Motivating pupils to succeed by balancing challenge with support

**The Curriculum:**

We teach French and Spanish in Years 7 to 11, with a GCSE in a Modern Foreign Language being compulsory for almost all students. German is also offered as an additional language option choice. Half the pupils study French and the other half study Spanish. At KS3 our curriculum and classroom practice is based on Gianfranco Conti’s principle of Extensive Processing Instruction, which focusses on developing our pupils into confident linguists through purposeful recycling of structures and patterns.

At KS4 we follow the AQA specification in Year 11 and the Edexcel specification in Year 10, with the EPI approach embedded in our teaching practice.

At KS5 we offer A Level qualifications in French, German and Spanish also following the AQA specification. Classes are small and students have 9 hours of lessons per fortnight, enabling them to make excellent progress. A significant proportion of our A Level students choose to continue their study of languages at university.

Each year we support students to take GCSE and A Level examinations in other languages which are not taught within the department such as Chinese, Arabic, Russian, Turkish and Polish.

**Extra-Curricular Activities:**

We have a well-established Spanish exchange. In recent years, we have launched a new trip to Paris in Alternative Learning Week and a German Christmas Markets trip in December. In addition to trips abroad, students have the opportunity to take part in visits to universities and the cinema, for language and film study days.

We have recently entered teams for events and competitions such as the Business Languages Champions/GCHQ competition “The Word is Not Enough” a language escape room and Mother Tongue, Other Tongue. In recent years we have been successful when nominating our students for a Languages Taster Day at Girton College, Cambridge.

Innovation and contribution to our departmental extra-curricular opportunities are very welcome.

**Job Description – Teacher of Modern Foreign Languages**

**Job Title:** Teacher of Modern Foreign Languages

**Accountable to:** Modern Foreign Languages Curriculum Leader

**Job Purpose:**

To deliver an ambitious curriculum in Modern Foreign Languages by teaching a timetable of lessons and supporting the Curriculum Leader in the achievement of whole school and department goals as stated in the department’s strategic plan.

**Key Responsibilities**

**Teaching**

* To deliver an ambitious curriculum for all pupils, including those who are SEND or disadvantaged
* To have high expectations of all pupils, ensuring that they are both supported and challenged in lessons
* To plan and prepare high-quality lesson resources and homework, collaborating and sharing resources with others in the department
* To be aware of the needs of all pupils and to make provision for this with lesson planning
* To assess, record and report on the attainment, attendance, and progress of students
* To provide regular verbal and written feedback to pupils in line with school policies
* To provide and contribute to oral and written reports and references relating to individual students or groups of students
* To maintain discipline in accordance with the school’s procedures and encourage good practice with regards to punctuality, behaviour, and standards of work

**Curriculum Provision & Development**

* To assist the Curriculum Leader in the development of appropriate syllabuses, resources, schemes of work and teaching strategies.
* To contribute to the development and implementation of the subject area growth plan
* To plan and prepare lessons and schemes of work
* To attend and contribute to subject meetings
* To assist the Curriculum Leader in the development of appropriate schemes of work and resources

**Monitoring & Evaluation**

* To use formative and summative assessment to inform planning, teaching and intervention
* To reflect on lessons and sequences of lessons
* To produce regular effort and attainment monitoring grades for all students taught

**Pastoral**

* To be a form tutor to an assigned group of students
* To register students and mentor them during assembly time
* To communicate with parents and outside bodies as appropriate
* To enable, encourage and support a form’s participation in the Student Voice
* To attend and contribute to form tutor meetings within Houses and Year Groups
* To liaise with Senior Leadership Team in implementing the school’s pastoral policies

**Other Responsibilities**

* To participate in the school’s CPD programme
* To engage actively with the school’s appraisal programme
* To continue personal development in areas identified by the appraisal programme or line manager
* To work effectively with other members of staff within school
* To positively contribute to effective working relations within the school
* To communicate, where necessary with parents and external bodies, following school policies
* To attend Open Evenings and Attainment Evenings
* To report to the school’s Health and Safety Co-ordinator regarding any Fire, Health & Safety issues undertaking risk assessments where necessary
* To undertake appropriate duty supervision of pupils on a rota basis, before school, at break and lunch

All teaching staff are responsible for promoting and safeguarding the welfare of students they are responsible for or with whom they come into contact.

**Person Specification**

**Job Title: Teacher of Modern Foreign Languages**

The Trustees are seeking to appoint a graduate who is able to demonstrate the following qualities and experience:

Key: AF Application Form I Interview LO Lesson observation R References

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |  |
| **Qualifications** | * Well qualified graduate in Modern Foreign Languages * Qualified teacher, or expect to gain QTS by Easter 2025 | * Ability to teach two or more languages * Evidence of continuing professional development. | AF  LO  I |
| **Experience** | * Experience of teaching lessons in MFL at Key Stage 3 and 4 * Evidence of teaching which ensures all students can successfully access an ambitious curriculum * Able to manage behaviour effectively creating positive relationships * Understand the importance of the pastoral role of every teacher | * Experience of teaching a range of abilities including mixed ability classes and setted GCSE classes * Experience of planning and teaching at Key Stage 5 | AF  LO  I |
| **Knowledge** | * High standard of subject knowledge in either French or Spanish. * Ability to teach French to GCSE level. * Knowledge of the current GCSE specification | * Ability to teach Spanish or German to GCSE level * Content and topic knowledge specific to A Level Languages | AF  I  R |
| **Personality** | * Positive and enthusiastic * Dedicated * Ability to inspire and motivate pupils and students | * Flexible and innovative | AF  LO  I  R |
| **Personal Attributes** | * Commitment to safeguard and promote the welfare of children * Professionalism and integrity * Positive record of attendance and punctuality * Well-organised * Desire to contribute to the wider life of the school * Commitment to the school’s visions and values * Ambitious to undertake continuing professional development | * Ability to motivate and inspire others * Proactive in departmental development | AF  LO  I  R |
| **Interpersonal Skills** | * A good communicator * Work with energy, commitment and good humour * An effective team member | * Proactive at contributing to school and curriculum priorities | AF  I  R  R |

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**THE REHABILITATION OF OFFENDERS ACT**

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.\* This job is one of those to which the provisions of the above Act in relation to spent convictions\*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions\*, whether or not they are spent.

Should an applicant have a criminal conviction\*, this will be discussed in confidence at interview. However only convictions\* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions\* are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link:

<http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>

\*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

**DISCLOSURE & BARRING SERVICE (DBS)**

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**SAFEGUARDING CHILDREN**

Sandbach High School and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## All staff at Sandbach High School and Sixth Form College are expected:

* To adhere to the school’s corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
* To set a personal example that contributes to the positive ethos of the school
* To be committed to the life of the school and to support its distinctive mission and ethos
* To behave at all times in accordance with the school’s values
* To agree annual performance targets with their Line Manager
* To promote the school favourably in the community
* To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
* To participate in training and other professional development learning activities as required.
* To promote equal opportunities and celebrate diversity in all aspects of the school.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To adhere to the school’s Staff Code of Conduct and the Dress Presentation Code.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance ‘Keeping Children Safe in Education’ and the school’s Safeguarding/Child Protection policies.
* To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Safeguarding**

* Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

**Health & Safety**

* The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

**Policies & Procedures**

* The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equality Act 2010**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Applications

Visits to the school, and informal enquiries, prior to application, are warmly welcomed please contact Helen Hulse, School Business Manager on 01270 765031 to discuss or email [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

To apply for this post, please complete an application form with a supporting statement of no more than two sides of A4 on your suitability for the post and the school, with reference to your areas of expertise.

The closing date for applications is Tuesday 4th February 2025

Interviews are anticipated to be held on Monday 10th February 2025/

Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

