

Ivy Education Trust



Application Pack and Job Description
Second in Department – MFL (French & Spanish)
Newton Abbot College



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Newton Abbot College

Required from September 2024.

MPS / UPS + TLR 2a

full-time permanent vacancy

We have an exciting opportunity for an experienced MFL teacher who is an excellent classroom practitioner, deeply committed to improving student outcomes and passionate about teaching and learning to assume additional responsibilities as Second in Department within our growing MFL Department.

Working with the MFL Head of Department, your areas of responsibility will include:

- Developing the MFL curriculum to ensure it is challenging, aspirational and knowledge-rich
- Creating resources that inspire, engage and challenge students
- Managing any extra-curricular activities or events that enhance our curriculum delivery
- Evaluating student progress and assessment data
- Working with the other department leaders to grow the team and ensure the best quality of educational experience within the department

If you think you can make a difference to our students; have a positive impact at a whole department level; can teach Spanish and French to GCSE, and relish the idea of joining our successful, supportive and highly motivated Languages team then we want to hear from you.

Newton Abbot College is an over-subscribed secondary school with a growing Sixth Form that is situated in the heart of Newton Abbot, Devon. Our mission is to support, challenge and inspire every individual to be better than they ever dreamt they could be. To achieve this staff and students share the same set of values and drivers that underpin an ethos of traditional values and incredibly high expectations and a culture of high-quality teaching supported by exceptional pastoral care. Staff wellbeing and professional development are always a priority and we work hard to look after our staff and provide them with opportunities to develop their practice and, if they wish, further their careers. There is a very strong sense of community and team at Newton Abbot College; everybody looks out for one another and everybody is proud of their role as together we grow our college from strength to strength.

Ivy Education Trust works closely with all schools within the Trust and beyond. The Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about the role, then please email Charlotte Pollard, Head of MFL Department, on cpollard@nacollege.devon.sch.uk.

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk before the closing date stated below.

Closing date for applications is Friday 17th May at 9am. Interviews will take place once applications have been shortlisted.

Suitable candidates may be interviewed before the closing date and the trust reserves the rights to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

Dear applicant,

First, I would like to say a huge thank you for your interest in working at Newton Abbot College.

When I started as Headteacher in September 2021 every time I asked a member of staff what they loved about working at Newton Abbot College the reply came back the same: the staff and the students! And after being here for two and a half years, I completely agree with them; our staff body are friendly, caring, inspiring, diligent and collaborative. They epitomise the essence of team and I feel privileged to be part of it. And our students are kind, respectful, hard-working and take a real pride in our college community and the role that they play in it; they make me proud!

As a staff, our mission is to provide *all* our students with the best possible educational experience that we can; an experience that supports, challenges & inspires them to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live. We have the highest expectations and standards in all that we do; nowhere more so than in the classroom, where lessons are consistently high-quality, inspiring and engaging because all our teaching staff deliver lessons within the Newton Abbot College Lesson Framework that is based on the work of Lemov, Sherrington and Rosenshine.

Our curriculum is academically aspirational but also provides the right balance of challenge, support and personalisation to ensure every child succeeds. We ensure, both inside and outside the classroom that we maximise the opportunities we provide our students, so that they in turn can achieve beyond what they thought was possible. We do this by offering an enrichment calendar which is unrivalled in its breadth of offer and in what it has enabled our students to experience and achieve – most recently our under 13 and under 16 Netball teams getting through to the National Finals, and the college being awarded the ArtsMark Platinum Award.

We treat everyone in the Newton Abbot College community with care and compassion, providing a supportive and collaborative environment so together we create a strong culture and community that everyone plays a role in. It is a community that is built on our values of courage & perseverance, hard work & achievement, kindness & respect and pride & aspiration; values that we expect everybody to embrace and embody.

We offer our staff disruption free classrooms built on a whole college framework of behaviour for learning expectations; centralised behaviour systems; a weekly coaching programme for all staff (because, in the words of Dylan Williams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better'); opportunities for in-house career progression, access to our Trust leadership development programme and a leadership team who always prioritise staff wellbeing. We have very strong Pastoral and Business Support teams, who together play a vital part in helping us provide our students with the best possible educational experience we can.

If you share our passion and commitment to offer the best and be the best and would like to be part of the Newton Abbot College team as together we aim to achieve our mission, then please apply; we would love to hear from you.



Amy Grashoff
Headteacher
Newton Abbot College

Job Description

Post Title:	Second in Department - MFL
School:	Newton Abbot College
Working Hours:	Full Time
Salary Grade:	MPS/UPS + TLR 2a
Contract Type:	Permanent
Responsible to:	Head of MFL Department

Key purpose:

The Second in Department will be an excellent classroom practitioner, deeply committed to improving student outcomes and passionate about teaching and learning who will work alongside the MFL Head of Department to develop the Languages curriculum across KS3-5 to ensure it is challenging, aspirational and knowledge-rich. They will create resources for use across the department that inspire, engage, and challenge students across all three key stages.

Key duties & responsibilities of the post in addition to those of a classroom teacher:

- Develop detailed Schemes of Work resources to support teachers in delivering high quality lessons.
- Work with other department leaders to build a cohesive, aspirational and sequenced curriculum across KS3-KS5.
- Implement plans to ensure that students are challenged and supported to achieve beyond normal expectation.
- Be an outstanding role model for all colleagues, displaying high aspirations for, and expectations of, all students and colleagues.
- Lead and manage your curriculum team to fulfil their responsibilities as teachers to deliver high quality lessons at all times.
- Carry out appraisal procedures for designated subject team members, in accordance with the college's Appraisal policy.
- Ensure the implementation of college assessment procedures, ensuring all students have appropriate learning targets and their progress is closely monitored.
- Undertake the normal responsibilities of a class teacher, ensuring an excellent level of performance against the teaching standards. Have teaching skills which lead to excellent results and outcomes.
- To develop high quality teaching resources, schemes of learning and homework tasks to be used within the department to ensure cohesion of student experience and a high standard of consistency and quality.
- To support underperforming teachers within the department to enable them to improve their practice.
- Take a lead role in improving the effectiveness of assessment practice within the department, analysing statistical information to evaluate the effectiveness of teaching and learning and the progress of students.
- To undertake research into best practice in other schools and research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues.
- Take a lead role within the department, working closely with other department leaders in determining and developing policies, procedures, and practice, promoting collective responsibility for their implementation to ensure high achievement through effective teaching and learning.

College Ethos and Culture

- To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to

others

- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the college.

Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the college.
- To follow the college's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the college as the highest priority.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the codes of conduct, regulations and policies of the college and its commitment to equal opportunities.
- To comply with the college's Health & Safety policy and statutory requirements.
- To undertake any other additional duties not detailed above as required and as specified in the college Teachers' Pay and Conditions document, as long as they are commensurate with the level of the job.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Teaching Qualification	✓	
Good Honours Degree	✓	
Class of Degree 2:2 or higher	✓	
Class of Degree 2:1 or higher		✓
Professional experience and knowledge		
Ability to teach Spanish to at least GCSE level	✓	
Ability to teach French to at least GCSE level	✓	
Personal aptitudes, qualities and skills		
High expectations of self	✓	
Belief in students' ability to succeed	✓	
Ability to act on advice and be open to coaching	✓	
Dedication and commitment	✓	
Openness to innovation and improving own practice	✓	
Ability to collaborate and work co-operatively	✓	
Commitment to extracurricular activities	✓	
Understanding of diverse teaching and learning styles	✓	
Ability to teach engaging, motivating lessons	✓	
Understanding of assessment for learning	✓	
Ability to set high levels of challenge for students	✓	
Ability to relate well with students, staff and parents	✓	
Understanding of behaviour management techniques and of the relationship between teaching and behaviour	✓	
Understanding of safeguarding issues and promoting the welfare of children and young people	✓	
Suitability to work with children	✓	

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.

Modern Languages Department

Modern Languages at Newton Abbot College

Students study either Spanish or French at the college and as a department, we are very proud of the growth that we have seen in recent years. Studying a language at GCSE is rapidly becoming the norm at Newton Abbot College with 87% of our Year 11 and 90% of Year 10 students studying a language.

Approach

Over recent years we have worked hard to create innovative, engaging and well-sequenced schemes of work in each key stage which provide consistency across teaching groups whilst still offering the flexibility for teachers to put their stamp on their lessons. We always strive to further improve our practice by engaging in current educational conversations and using a research-based approach to our teaching and learning.

Newton Abbot College students enjoy their languages lessons and are engaged in their learning. Lessons are interactive, dynamic and engaging and when asked recently, Year 11 students had the following things to say about their languages lessons: "I enjoy the learning atmosphere and how the learning techniques are different to other lessons. We do lots of speaking!", "I really like the variety of tasks and ways of learning in my languages lessons.

We appreciate that sometimes students find it difficult to see the relevance of languages to their lives in coastal Devon, so we have worked hard to raise the profile of the importance of language study and to be explicit about the varied and exciting careers that knowing a language can lead to.

The team

There are currently three full time and four part time members of staff in the team, with a spread of language specialisms, which we always aim to accommodate when assigning classes. We pride ourselves on the consistency of our approach and subject team meetings are held regularly so that we continue to improve the quality of teaching and learning, as well as sharing good practice ideas, and resources. We are excited about recruiting a passionate linguist who will have the same drive for success and further develop teaching, learning and engagement in Modern Languages across all of the key stages.

Resources and teaching rooms

The department is located in the main college building and has dedicated teaching rooms. All rooms are fitted with digital projectors, whiteboards and visualisers. There are full sets of mini-whiteboards in each classroom. We subscribe to iViva! and Studio! to support our GCSE courses.

Extra-curricular opportunities

As a department, we understand the importance of immersion and its role in inspiring and engaging students and we have run many successful immersion trips abroad over recent years. Earlier this year we took a group of Year 9 and 10 students to Spain and we have a France trip planned for June 2024. We also run Languages clubs, a successful Languages Leaders programme and A Level trips to British Film Institute in London.

Timetable and curriculum

The college operates a five-period day and has a two week timetable. Year 7 and 8 students study either Spanish or French as part of their Key Stage 3 curriculum. We do not use textbooks at Key Stage 3 and have designed our own bespoke curriculum. The vast majority of students continue with this language to GCSE level. We currently use AQA as our exam board and A Level Spanish and A Level French (AQA) are both offered as part of the Post-16 curriculum.

Why work at Newton Abbot College? Because we look after our staff.



Fairy Godmother scheme – every member of staff has an anonymous fairy godmother who leaves them messages (cards and/or gifts).



Annual flu jab offered to all staff.



Annual diary/and or planner and staff handbook for all staff to aid planning and induction.



No am briefings after a late-night whole school event.



No after school meetings in the first and last week of each half term.



In-trust career development and leadership courses; support to access the NPQ suite of courses and progression opportunities within the college's leadership structures.



Centralised detention system for non-completion of homework and behaviour that does not meet expectations.



All teaching staff receive weekly incremental coaching as their personalised CPD to develop pedagogy; no whole school one-size-fits-all approach.



Staff social events each term and staff sport sessions/running club.



PowerPoint clicker, visualiser and timer for all teaching staff to facilitate lesson delivery.



Dedicated INSET days following exam and assessment windows to allow for marking, moderation and planning.



Regular safeguarding updates to empower & protect staff.



New staff buddy system: a buddy outside the department to catch up with for support.



Transparent meetings schedule and sacrosanct line management meetings to ensure consistency of experience.



Room 101 – regular opportunities to meet with the Headteacher and talk about things you'd like to change about the college.



Laptop and tablet for teaching staff to allow for administering of ClassCharts without interrupting use of PowerPoint/other software delivering the lesson.



Late start/early finish cards x 2 for every member of staff.



SLT & coaching team open door policy.



College calendar published at the year start detailing deadlines for advance notice.



Centralised department schemes of work and shared resources.



Three cover supervisors employed to minimise rarely cover.



Only three data drops a year per key stage, staggered to ensure drops are manageable and timely.



Cake (and fruit)-at-break Fridays.



Communication strategy that protects time outside of the school day by promoting a 7am-7pm email window, core working hours, individual working patterns and no-email days.



Numerous strategies to value staff contributions e.g. colleague of the month, thank you postcards, shout-outs.

Our mission is to provide all our students with the **best educational experience** we can. We are **driven** by having **high expectations & standards** in all we do; delivering **high quality lessons** that **inspire & engage**; **maximising opportunities & outcomes**; treating all individuals with **care & compassion**; and creating a strong **culture & college community**.