



King  
Ecgbert  
School



# Recruitment Pack



## **Teacher of MFL (French/German)**

**Maternity cover commencing April 2022, however an earlier start may be possible.**

**0.5FTE over 2.5 days (this could be increased to 0.6FTE over 3 days depending on experience)**



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King  
Egbert  
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**Headteacher:** Mr Paul Haigh

**Chair of Governors:** Mrs Karen Milbourn

## **Letter from the Headteacher**

Dear Applicant

King Egbert School is seeking an outstanding Teacher of MFL (French and German) to cover a period of maternity leave, within our successful MFL department.

The school is exceptionally strong - rated outstanding by Ofsted and has academic results that are consistently 'well above average'. This is a truly comprehensive school with 20% of students disadvantaged, 30% EAL and 40% from BAME communities, but also serving a highly affluent suburb. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. The school is proud to offer one of Sheffield's Integrated Resources for children on the ASC spectrum. The sixth form is highly regarded for its record, not just of helping students access top Russell Group and Oxbridge Universities but also enabling students to be the first in their families to access Higher Education.

The school is proud to be at the heart of the Mercia Learning Trust that started with King Egbert School and now comprises 6 schools both primary and secondary across the south west of Sheffield. The Trust is led by its CEO, Chris French and all the schools benefit from an expert central services team.

The school is principally as strong as it is because highly qualified teachers teach excellent lessons with high expectations of all students in terms of attendance, behaviour, attitude and character. The teaching team are backed up by an exceptional team of support staff who are experts in their field. When we make appointments we are looking to strengthen an outstanding team; working in such a high achieving school is demanding but the camaraderie of working together to achieve excellence makes it a very rewarding place to work. The school is committed to staff development and supporting the career progression of the ambitious and talented.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccredited in 2020 – the first school in the region to be nominated for and successfully achieve this accolade. This award enables the school to access a peer group of elite schools nationally.

We look forward to receiving your application.

**Paul Haigh**  
**Headteacher**  
**King Egbert School**



## THE MERCIA LEARNING TRUST

The Mercia Learning Trust is a highly successful partnership of 3 primary and 3 secondary schools located in the south west of Sheffield. We are proud that overall effectiveness, outcomes and improvement trends are amongst the strongest on any trust in the country.

Our Trust is based on a deep and shared moral purpose. We believe an exceptional education can realise the potential of every pupil, whatever their background, and truly transform lives...

Working as individual schools, and in deep partnership, our singular intention is to ensure every pupil, whatever their background, will attend an exceptional school. We believe pupils should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to pupil success and well-being that we choose to think of every pupil we serve as if they were our own, and to measure our actions and impact against this.

The Trust was originally founded around King Ecgbert Secondary School. However, very quickly a multi-academy partnership formed with two feeder schools (Nether Edge Primary and Totley Primary). This was followed by further growth with a local secondary (Newfield School) and primary (Valley Park Primary). In 2018 the Trust opened a brand new secondary school (Mercia School) to meet the need for local population expansion. Currently we educate approximately 3600 students from ages 2-18+, although this will increase to around 5000 as our current schools grow in the next few years.

Our Trust has a mature definition of partnership which we call aligned autonomy. We share the same mission, values and moral purpose, have an increasing amount of common best practice (often backed by research), and benefit from our combined resources and reputation. Nevertheless, we understand that schools are unique and are best led by leaders and staff who feel fully accountable and are able to individually innovate in the light of their context. This balance between difference, sharing and commonality is what drives improvement and lies at the heart of our trust.

Alongside our pupils, our staff are our greatest asset. As such we are deeply committed to recruiting, developing, retaining and caring for our exceptionally talented and committed staff teams. This commitment is enshrined in the Mercia Pledge which is designed to ensure our staff get the very best professional experience and support on offer anywhere. The Mercia Learning Alliance sits at the centre of this strategy, alongside that to recruit new teachers into the profession, and support system leadership across the sector.

In a short period, our Trust has achieved a great deal. However, we are ambitious and forward-thinking, and fully committed to maintaining and improving student experience and outcomes, and further improving our trust.

We also believe we are well-placed to engage in careful and sustainable growth in the light of our Trust mission and priorities.

Chris French  
CEO



## Trust Moral Purpose

We share the same moral purpose. We believe an exceptional education can realise the potential of every pupil, whatever their background, and truly transform lives... The statement, "Realising Potential. Transforming Lives.", summarises this commitment.

## Mission

Working as individual schools, and in partnership, our singular intention is to ensure every pupil, whatever their background, will attend an exceptional school. We believe pupils should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to pupil success and well-being that we choose to think of every pupil we serve as if they are our own, and to measure our actions and impact against this.

## Staff Principles

Six principles, shown in the MERCIA acrostic, underpin everything we do as staff in our trust.

- **Moral Purpose** - We exist to inspire pupils to realise their full potential and to lead happy, healthy and fulfilled lives.
- **Expectations** - We have exceptionally high expectations of everyone and pursue excellence.
- **Relentless focus on learning** - Helping every pupil learn successfully is the most important thing we do. We prioritise our time, energy and resources to ensure our curriculum and the environment for learning is exceptional.
- **Culture** - We demand consistency, kindness, tolerance and respect in all relationships; and that every member of staff goes above and beyond to achieve pupil success.
- **Impressive staff** - We are committed to recruiting, developing and retaining them, and helping them secure a healthy work-life balance.
- **Alignment** - We believe partnership brings profound benefit to each school, and that we are stronger together.

## Pupil Values

We want every pupil to realise their potential and to lead a happy, healthy and fulfilled life. We expect a great deal from every pupil and these expectations are expressed in our six trust values:

- **Ambition** – we expect pupils to want to be the best they can be, to aspire to achieve success at school and in later life.
- **Strength** – we expect pupils to develop strength of character, determination and resilience to overcome the inevitable barriers to success that all people face.
- **Passion** – we expect pupils to become inquisitive and develop a thirst for knowledge and learning.
- **Independence** – we expect pupils to be organised, prepared and to develop personal responsibility.
- **Respect** – we expect pupils to show good manners, kindness, tolerance and exemplary behaviour at all times.
- **Endeavour** – we expect pupils to work hard, to fully engage and enjoy all aspects of school life: and preserve a healthy balance that maintains their wellbeing.

## The Mercia Pledge

Alongside our pupils, our staff are our greatest asset. We recognise that our success, and that of every pupil, is inextricably linked to our ability to attract, recruit, develop, retain and care for our staff. Whilst we demand absolute commitment to our moral purpose, mission and staff principles; the Mercia Pledge is our commitment to *all* staff.

Teaching staff can expect:

1. An outstanding primary and secondary Initial Teacher Training offer through the Mercia Learning Alliance
2. High-quality NQT and RQT induction and support
3. Effective annual appraisal and career conversations
4. Support to improve via targeted CPD and movement through a formal CPD career development pathway
5. To be included in strategic succession planning to develop and retain them
6. A commitment to reduce staff workload and increase staff wellbeing

Support staff can expect:

1. High-quality induction into a new role
2. Effective annual appraisal and career conversations
3. Support to improve via targeted CPD
4. To be included in strategic succession planning to develop and retain them
5. A commitment to reduce staff workload and increase staff wellbeing



## Teacher of MFL (French and German)

**16.25 hours per week/39 weeks per year**

**0.5FTE over 2.5 days (this could be increased to 0.6FTE over 3 days depending on experience)**

**Temporary to cover maternity leave**

**Commencement Date:** April 2022, however an earlier start may be possible.

The Governors of King Egbert School are seeking to appoint a Teacher of MFL (French and German) to work within our MFL department in this outstanding, system leading school at the heart of the Mercia Learning Trust.

Mercia Learning Trust is a growing multi-academy trust which currently includes 3 secondary and 3 primary schools. Our mission is to provide an outstanding education for pupils from 0-19. We are passionate that all our pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost. Our approach is founded on partnership working, binding together our school, parents and their communities. We are currently looking to recruit an outstanding pastoral leader with the ability to support the academic progress and wellbeing of all students.

The successful candidate will ideally have:

- ✓ The ability to teach French up to GCSE standard (with a possibility of teaching A Level for the right candidate)
- ✓ The ability to teach German at KS3 (with the possibility of teaching GCSE for the right candidate)
- ✓ A cool head, unflappable nature and sense of humour

King Egbert School is a highly successful and Ofsted recognised 'Outstanding' school which provides a first class education for over 1300 students aged from 11 to 18. We are looking for staff who are enthusiastic and are keen to make a difference.

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion please contact us on 0114 235 3855 or email [fevans2@ecgbert.sheffield.sch.uk](mailto:fevans2@ecgbert.sheffield.sch.uk)

**To apply, please complete the application form included within this application pack.**

The Mercia Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all of our staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure and Barring Service.

**Closing date for applications is: Close of business on 19 January 2021**

**Interviews are provisionally scheduled for: Week commencing 24 January 2021**

## **MFL Department – Additional Information**

The Modern Foreign Languages (MFL) department at King Egbert School is a tri-lingual department delivering French, German, and Spanish to students at KS3, KS4 and KS5. The department consists of five hardworking, highly-skilled and motivated teachers.

All students study one of the three languages in Year 7, and some choose to take on a second language in Year 9. GCSE French, German, and Spanish are taught at KS4 following the AQA specification. At KS5 we currently offer A-Level French and German following the AQA specification.

The department is housed in a suite of well-equipped MFL classrooms, each containing an interactive white board and student laptops. We also have a shared Work Room where staff can work in non-contact periods.

Our aim is to promote a love for language learning by delivering lessons which inspire and engage pupils. In order to maximise pupils' experience of modern foreign languages, each year (current travel restrictions withstanding) we offer at least three residential trips abroad to France, Germany and Spain. These visits are well established in the department and are always over-subscribed.

Our current GCSE groups in Year 11 are predicted an excellent set of results for this summer.

As a member of the department, it is anticipated that the successful candidate will:

- promote a love of languages in lessons and around school, for example with MFL competitions
- continue to raise attainment standards in lessons
- create beautiful, impactful resources to share with colleagues
- be enthusiastic about teamwork and contribute to the excellent departmental ethos
- keep abreast of current, national developments within MFL
- participate fully within the life of the school
- understand the AQA GCSE specification and requirements - it would be desirable to also have knowledge of the AQA A-Level specification.





## JOB DESCRIPTION

<b>Post Title:</b>	<b>Teacher of MFL (French and German)</b>  * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Grade:</b>	<b>Main Pay Scale</b>
<b>Hours/Weeks:</b>	<b>0.5 FTE/39 weeks per year</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Responsible for:</b>	<b>N/A</b>

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

### PURPOSE OF THE POST

- TO TEACH DESIGNATED PUPILS AND UNDERTAKE ASSOCIATED PASTORAL AND ADMINISTRATIVE DUTIES AS WELL AS OTHER GENERAL RESPONSIBILITIES, HAVING FULL REGARD FOR THE SCHOOL'S ETHOS, AIMS AND POLICIES
- TO UNDERTAKE TASKS RELATED TO THE DEVELOPMENT OF A CURRICULUM AREA

### EMPLOYMENT DUTIES

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

### KEY RESPONSIBILITIES

#### General Responsibilities

- To pursue the aims of the school in a positive manner and promote the agreed ethos
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school

- To monitor and assess children's progress and report to parents
- To implement and maintain the school's policy on discipline and behaviour
- To support the school's endeavours to meet the needs of its community
- Participate in the school's performance management process

#### Particular Responsibilities

- To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school

### **KEY TASKS**

#### Class Teacher Tasks:

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work
- To produce written records of such planning in accordance with school policy
- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents
- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently
- To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class.
- To contribute to the provision of a safe and secure learning environment.

#### Footnotes:

- (i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.
- (ii) This job description may be reviewed at any time via consultation between the governing body and/or Senior Management Team Representatives and the postholder as may be necessary and appropriate to the needs of the school.

Trade Union representation will be welcomed in any such consultations.

### **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- Due to the routine of schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to do some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel to and work within any school in the Mercia Learning Trust.

### **GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

#### **PROMOTION OF TRUST VALUES**

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.



## PERSON SPECIFICATION

<b>Post Title:</b>	<b>Teacher of MFL (French and German)</b>
<b>Grade:</b>	<b>Teachers Main Scale</b>
<b>Hours/Weeks:</b>	<b>0.5FTE 39 Weeks per year</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Responsible for:</b>	<b>N/A</b>

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	Degree in an appropriate secondary subject	Recent and relevant professional development
Experience	<p>Teaching MFL to a full range of age and ability within a secondary school</p> <p>Track record as a successful classroom practitioner (Ofsted criteria) across the secondary school age and ability range</p> <p>To have shown a strong interest and success in dealing with young people and their pastoral welfare</p> <p>An understanding of the AQA GCSE specification and requirements</p>	<p>Experience/knowledge of current initiatives relating to achievement and inclusion in MFL is desirable</p> <p>Previous participation in extracurricular activities</p> <p>Experience of participation in school visits abroad is desirable but not essential</p> <p>Knowledge of the AQA A-Level specification.</p>

<p>Knowledge/Skills (Ability to)</p>	<p>*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to this role</p> <p>Must have highly effective communication skills which engage students, parents, staff, governors and the wider community</p> <p>Demonstrable success as a teacher of MFL</p> <p>The effective use of ICT to deliver teaching and learning and to inspire in MFL</p> <p>To like children and have high expectations of them with good standards of discipline</p>	<p>Be able to develop and deliver CPD for other staff.</p> <p>Experience of teaching MFL in a secondary setting and to have experience of teaching MFL Post-16 is desirable</p>
<p>Personal Qualities</p>	<p>Must be able to show evidence of an alignment with the values of the Mercia Learning Trust both in words and behaviours</p> <p>To be reliable, have the ability to work hard and be an effective team player</p> <p>To have an understanding of the desired outcomes of the teaching of MFL</p> <p>To like children and have high expectations of them with good standards of discipline</p> <p>The ability to motivate and inspire pupils in MFL</p> <p>Be able to manage a demanding workload, meet deadlines and give freely of your time</p> <p>To be willing to undertake a full role in the general life of the school</p> <p>A good sense of humour</p> <p>Attention to detail</p>	

## **Safeguarding**

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance and we ensure that all appropriate measures are applied in relation to everyone who works for the Trust.

Safer recruitment practice includes scrutinising applicants, verifying identity, verifying qualifications, obtaining professional references, checking previous employment and ensuring that the successful candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking criminal convictions.

If you are shortlisted, your suitability to work with children will be explored and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will be required to complete an enhanced DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

## The Application Process

All details, including the Job Advert, Application Form and Job Description can be found within this pack or on our school website; [www.ecgbert.sheffield.sch.uk](http://www.ecgbert.sheffield.sch.uk)

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion/visit, please contact us on 0114 235 3855 or email [fevans2@ecgbert.sheffield.sch.uk](mailto:fevans2@ecgbert.sheffield.sch.uk)

**To apply, please email your completed application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk) or send it by post to:**

Recruitment Team  
Mercia Learning Trust  
79 Glen Road  
Sheffield  
S7 1RB

**Please note that we do not accept CVs - applicants must submit an application form.**

Please also note that in all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.

All applications that have been submitted electronically will receive an email confirming receipt.

An email and/or letter will be sent to shortlisted candidates with details of the interview process.

If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer.