























Job Application Pack

TEACHER OF MODERN FOREIGN LANGUAGES – French & Spanish

• www.roundhayschool.org.uk

0113 3931200

info@roundhayschool.com

♥ Gledhow Lane, LS8 1ND



















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Job Application Pack

TEACHER OF MODERN FOREIGN LANGUAGES French & Spanish

Secondary - Permanent - Full time - MPS/UPR - Start - 1 September 2023

To apply for this position please click on the link below to go to our Vacancies page.

https://www.roundhayschool.org.uk/headteacher-welcome/vacancies

At our Vacancies page you should download the <u>Teaching</u> application form which should be completed in full please. Once complete, please email your application form back to us before the closing date to <u>recruitment@roundhayschool.com</u>.

The application deadline for this position is **9.00am on Friday 27th January 2023**

Please remember to detail in your application your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate. All gaps in employment must be clearly accounted for. Please also be aware that we are not permitted to accept CVs. Further information, policies and guidance are available at our Vacancies page.

We encourage early applications and reserve the right to close this vacancy at any time.

For our Ofsted Report:

https://reports.ofsted.gov.uk/provider/28/108076

Roundhay School Statutory Information (including our Safeguarding & Child Protection Policy): https://www.roundhayschool.org.uk/our-school/statutory-information/

To view our Sixth Form Prospectus:

https://www.roundhayschool.org.uk/sixth-form/applications-admissions/

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EST. 1903

January 2023

Dear Prospective Applicant

WELCOME

Thank you for expressing an interest in the advertised position at our 'outstanding school' (Ofsted).

We are looking for an enthusiastic and committed colleague who is willing to do 'whatever it takes' to ensure that our amazing pupils get the very best school experience. As one of the first all-through schools, educating children from 4 to 18 with an outstanding sixth form of 500+, we are absolutely dedicated to continuing to improve in all areas. Despite our impressive results and history of success, we continue to have unrelenting ambition for the young people we serve and you will not find the slightest hint of complacency.

Our truly comprehensive community reflects the cosmopolitan nature of Leeds, which we see as a real strength of the school. We also pride ourselves on having a strong ethos and our work is centred around our core values of being *Responsible*, *Resilient and Ready to Learn* and what it means to *be Roundhay*. We place real emphasis on traditional values of being respectful, wearing uniform with pride, having good manners and showing gratitude. As a result of this approach, you will find a school which has the highest standards of behaviour, a calm atmosphere and very positive staff-pupil relationships. We see this as everyone's' responsibility and all staff, including those who are not classroom based, help support and uphold these values with our pupils.

Any member of staff joining our school will be offered a very warm welcome and unwavering support in all that you do. We genuinely value our staff and place real emphasis on staff induction, continuing development and wellbeing.

Despite our size, we have an incredibly low staff turnover, which is clear evidence that Roundhay School is a remarkable, infectious place to work and learn; staff morale is incredibly high.

If you share our desire to make a difference to the life chances of our pupils and feel that Roundhay School is the right community for you, we would very much welcome your application!

Yours sincerely

Matthew Partington

Headteacher

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What is enclosed in this pack?

- How to Apply
- School Overview
- School Policies
- Important Information
- Job Description
- Person Specification
- Department Overview

Please note the Secondary Campus entrance is on Old Park Road and a map is available to download from our website, www.roundhayschool.org.uk. If you use Sat-Nav, please use the post code LS8 1JT.

Our School Policies, Sixth Form Prospectus and Ofsted report are available to download from our website

How to Apply

To apply for this position please go to the Vacancies section of our website which may be found at https://www.roundhayschool.org.uk/headteacher-welcome/vacancies.

From here you should download the job pack for the vacancy. This clearly sets out the full details of the position as well as the qualifications, skills and experience we require in order for applicants to be shortlisted for this role. Please then download the relevant application form ('teaching' for all teacher roles and 'non-teaching' for all other roles) as directed in the vacancy job pack and complete this in full please. Once complete, please email your application form to us before the closing date to recruitment@roundhayschool.com.

On your application form, you are required to provide full details of your education and employment history, including details of any unpaid or voluntary work. You should evidence your experience, the impact your appointment will make in terms of raising standards at Roundhay School and explain why you are the ideal candidate.

All gaps in employment must be clearly accounted for. Where there are gaps in your employment, please state the reasons why. Please also be aware that we are not permitted to accept CVs. Further information, and guidance is available further on in this document and at our Vacancies page.

If you have a disability that prevents you from completing the application form, please contact the school and we will look at adaptations we may make to assist you.

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Details of the interview programme will be confirmed after the closing date. If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future. Due to the volume of applicants, we are unable to give feedback to non-shortlisted candidates

School Overview

Our Mission Statement

Roundhay School is all about its pupils and we will do 'whatever it takes' to ensure that each one reaches their full potential. We will never put limits on what our pupils can achieve, regardless of background or circumstance. Our focus on developing character, instilling confidence and a love of learning whilst teaching the importance of kindness, manners and respect. We want all our pupils to make a positive contribution to school life and society, continuing to learn and develop for the rest of their lives.

Always responsible. Always resilient. Always ready to learn. Always Roundhay.

Our Pupils

The school population reflects the cosmopolitan nature of modern Leeds. The pupils come from a very wide variety of socio-economic and ethnic backgrounds; more than 27 languages are represented, with around 60% of our pupils drawn from the black and ethnic minorities. This gives the school great strength in its many endeavours and relationships.

'The atmosphere in lessons is very positive and supportive' ... 'Learning moves at a lively pace'. Ofsted

We currently have around 2500 pupils in this 4-18 co-educational community comprehensive school, making it one of the largest within Leeds. Our specialist Dyslexic Base, catering for 16 pupils, our SEN provision and our 500+ strong and very successful Sixth Form (one of the biggest in the region) are just some of our many strengths.

'Behaviour in lessons is exemplary' ... 'Movement around the school is extremely orderly and students show consideration and respect for each other'. Ofsted

In September 2012 we became one of the first 'all-through' schools in the region, growing with a new intake every year. Our first primary cohorts joined up with the secondary aged pupils in September 2019. We have a separate £4.8 million purpose built Primary Campus located just a mile away from the Secondary Campus.

We are proud of our examination success at all key stages. At A-Level over 30 subjects are taught and with excellent achievement we find that the majority of our students are able to progress to higher education including students going to Oxford and Cambridge Universities.

We have the highest expectations of every pupil and strive to achieve high standards in all that we do, both academically and socially.

'The atmosphere in lessons is very positive and supportive. As one student said, "It is cool to want to learn at Roundhay". Students are comfortable admitting that they do not understand a particular point and others often try to help by offering alternative explanations. Students are keen to volunteer ideas and participate.' Ofsted

'Students, from a very wide range of backgrounds, work and socialise together extremely well.' Ofsted

Our Staff

We are fortunate to have highly-committed, professional and friendly staff, who have worked hard and successfully to establish a thriving learning community. Many staff have sent, or currently send, their own children to Roundhay, which is a real vote of confidence.

'Student and staff relationships are extremely good. Students' personal development is exceptional and behaviour is exemplary.' Ofsted

'Teachers have an infectious enthusiasm for their subject which is communicated to the students' ... 'Professional development is a strength of the school' ... 'The quality of teaching is outstanding'. Ofsted

We also have other pupils who come from families with parents professionally involved in education, which helps to keep us on our toes! We take seriously the professional development of all our staff. As a school, we are heavily involved in Initial Teacher Training and are a strategic partner within a Teaching School Alliance (Red Kite) which involves sharing outstanding practice across four local authorities. School improvement and self-review are central to our drive to raise standards. We have around 270 staff, both associate and teaching, who work very hard as a team to ensure they support both the pupils and each other.

Our Area

The school's two campuses are situated in north-east Leeds, adjacent to Roundhay Park, and are surrounded by highly sought-after owner-occupied houses. The settings can only be described as impressive. The schools' grounds are magnificent; the campuses cover over 30 acres of parkland combined. We also serve some of the most economically and socially-deprived areas of the city, as well as more favoured wards, giving us the rich mix of pupils that makes us a 'true comprehensive'. Currently, around 22% of our pupils are classified as being Pupil Premium children with 15% currently entitled to free school meals.

'Students who attract Pupil Premium funding are monitored very closely' ... 'making exceptional progress and closing any attainment gap with their peers at a very fast rate'. Ofsted

'Primary provision is outstanding. Pupils make extremely rapid progress, teaching is outstanding, resources are first-rate and leadership is exceptional.' Ofsted

Our Facilities

We have very good facilities, and since our Secondary Campus was rebuilt in 2004 we have invested heavily both in ICT and in improving facilities, such as creating Applemac Media rooms, music practice rooms and improved recital areas to enhance the learning and teaching experience of pupils and staff alike. The primary building, which is located on a separate campus, is truly wonderful and has excellent resources. pitches, additional car parking spaces and a dining room extension.

Our School Organisation

Our separate Primary Campus introduces two forms each year and houses upwards of 420 children. The Primary school day starts at 8.55am and ends at 3.20pm.

At our Secondary site, years 7, 8 and 9, are grouped for registration and for Personal, Social, Health and Citizenship Education in mixed-ability form groups that remain together until the end of Year 11. For teaching purposes, pupils are placed in a variety of groupings as appropriate, including setting and some mixed-ability

grouping. Each lesson at the Secondary Campus is 50 minutes in length, six per day. The secondary school day commences at 8.25am and finishes at 3.00pm, followed by extra-curricular activities.

In Years 10 and 11, currently pupils may choose two options to study, normally alongside the compulsory core subjects of Mathematics, English, Science, Foreign Language, RE, PSHCE and Games/PE, a number of which at GCSE level may be started in Year 9. We are, like most schools, undertaking a curriculum review. In Year 12, students choose an individual programme of study leading to BTEC and/or GCE 'A/S' levels.

Our Pastoral Organisation and Leadership

The Primary Campus is led by the Primary Leader who is a member of the Leadership Group. At the Secondary Campus Years 7, 8, 9, 10 and 11 are led by Heads of Year, assisted by teams of tutors and overseen by member of the Leadership Team. Our Assistant Headteacher: Director of Sixth Form and her team are supported by Academic Mentors.

There is a strong tradition of support for both pupils and colleagues. Our learning mentors, behaviour support workers and social inclusion achievement teams have had a powerful effect on the positive implementation of our social inclusion strategies.

'The senior leadership team is very strong and effective'. Ofsted

'The headteacher has the unanimous support of staff in the mission to create an inclusive school where every student is enabled to 'be the best they can be'. He is very accessible to both students and staff.'

Ofsted

Our Extra-Curricular Activities

We have a thriving and exceptional programme of music, drama, sports teams, outdoor pursuits, residentials, art events, project days and charity events! Everyone contributes, as we feel that it is a vital part of our role in developing the potential of all our pupils and building a cohesive community.

Our Community Links

The school has excellent links with the communities it serves and actively seeks to widen these. We believe that this vital 'citizenship work' demonstrates our ethos as a school, where courtesy, co-operation and commitment are more than just words! We deliver a comprehensive programme of family and community learning as part of our Extended Services commitment.

'High ability students out-perform similar students nationally. Students of all abilities make very good progress in lessons.' Ofsted

School Policies

Full details of all these policies are available on our website or from the school upon written request.

Child Protection

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.

We have a designated senior member of the Leadership Team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing

Our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils. The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Regulation Agency, and the school considers the principles to apply to all staff employed at the school.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where everyone is treated fairly and with respect

Smoking Policy

Roundhay School is a no smoking building and site and all staff must adhere to this policy.

ICT Policy (Fair Use Guidance)

We encourage the use of ICT across the curriculum. On appointment, staff agree to abide by the ICT policy.

Important Information

References/Online searches

If you are shortlisted, we will take up references before the interview date. One of your referees must be your current or most recent employer, further information on our reference requirements is provided on the application form. Two satisfactory references must be received before we can confirm any offer of appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed 'to whom it may concern' will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. References coming from a school must always be approved by the Headteacher/Principal.

In line with Keeping Children Safe in Education (KCSIE) 2022 statutory guidance, online searches will also be undertaken on all shortlisted candidates.

Selection Process

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. Therefore, interviews will include questions about safeguarding children.

Equality and Diversity

We promote diversity and want a workforce which reflects the population of Leeds. The Equality Act 2010 defines a disabled person as someone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities'. You no longer have to be registered disabled for this to apply to you.

We ask candidates about any disabilities/health conditions on our application form in order to capture this information for monitoring purposes only, in order to review the fairness of our recruitment. Any information you provide will be kept confidential and not be available to the recruitment panel. You do not have to answer these questions and if you do not, then it will not make any difference to your application. If shortlisted for an interview, we will ask again at that stage for information on any impairments you may have and if these require us to put in place any reasonable adjustments/adaptations to assist your attendance and participation in the interview process.

Validation of Qualifications and Identity

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

Right to Work in the UK

Under the provisions of the Immigration Act 2016 it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants should expect us to ask for proof of this at interview stage,

where you will be asked to bring in specific original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required. Further detail will be provided should you be invited to interview.

Safeguarding and the Disclosure & Barring Service

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. As a result of amendments to this act in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. If you are shortlisted for interview, you will be required to complete a self-disclosure form, providing details of all unspent convictions and those that would not be filtered, and return it to us prior to interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. A flow chart with guidance explaining the process for disclosure may be found on the Vacancies section of our website.

Checks will be made for all successful applicants against the Child's Barred List where appropriate. In addition to this, for teaching posts only, further checks will be made against the Teaching Regulation Agency (TRA). All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place. All supply and/or peripatetic staff will be required to produce their worker's ID and other relevant documents when they arrive at school.

Medical Assessment

All appointments are conditional on the satisfactory completion of a Pre-Employment Health Declaration form. Should a candidate declare an existing medical condition on this form, where required we may refer them for an assessment with the Council's Occupational Health (OH) team to determine they are able to perform the duties of the proposed post. The outcome of the OH referral must be confirmed prior to confirming a start date.

Continuous Professional Development

Roundhay is committed to developing and supporting its staff with appropriate training. Staff are inducted into our school community to enable new colleagues to become familiar with the culture of our school and its policies, expectations and procedures

Dress Code

We expect all staff to dress professionally and appropriately for the roles undertaken at Roundhay School. We pride ourselves on the high standards of dress of both our students and staff; these standards are led by our staff whom we expect to set a good example.

Job Description

TEACHER OF MODERN FOREIGN LANGUAGES – French & Spanish

Secondary - Permanent - Full Time - MPS/UPR - Start: 1 September 2023

Introductory Statement: The successful candidate will be an outstanding teacher of MFL at all levels

helping pupils to reach the highest standards of achievement and behaviour. The responsibilities of the post are to be performed in accordance with the provision of the school teacher's pay and conditions document and within the

range of the teachers' duties set out in the document

Accountable to: Head of Modern Foreign Languages, Headteacher and Leadership Group

member linked to subject

Purpose of the job:To make a strong and enthusiastic commitment to Modern Languages

teaching at Roundhay School by seeking to raise the expectations and

performance of <u>all</u> pupils both in and outside the classroom.

Particular Responsibility

1. To contribute, as directed, to the teaching of Modern Languages.

- 2. To contribute to the raising of standards of student attainment and achievement within MFL, with particular focus on improving access to MFL for our most vulnerable learners, and increasing the EBacc.
- 3. To participate in the development of appropriate resources, materials and schemes of work.
- 4. To vigorously support the general ethos of our school.
- 5. To contribute to and uphold the department vision.
- 6. To implement the school behavior policy and contribute to the celebration of achievement.
- 7. To monitor and target set with pupils and staff in order to raise achievement.
- 8. To contribute fully to departmental intervention.
- 9. To actively contribute to a regular extra-curricular enhancement programme at Roundhay.
- 10. To maintain internal pupil records according to school, departmental and national policies, and set and monitor individual pupil targets.
- 11. To contribute as required to the preparation and marking of internal examinations in Modern Languages.
- 12. To conduct GCSE/A Level oral examinations.
- 13. To keep up to date with developments in language learning through reading and research, contributing to personal CPD, and that of the department.
- 14. To maintain an organised and purposeful teaching space, including maintaining the displays around the Modern Languages teaching areas to promote learning and engagement.

Other Duties

- 15. To be a Form Tutor and be fully involved in all aspects of school life.
- 16. To teach other subjects if and when required by the Headteacher.
- 17. To act as a personal mentor for specified pupils.
- 18. To attend all meetings as appropriate within school time budget, with colleagues and parents etc.
- 19. To carry out supervisory duties as required and any other duties commensurate with the post.
- 20. To work flexibly and positively across departments and job roles to ensure the very best provision for our students.

Conclusion

The job description and allocation of particular responsibilities may be amended through appropriate consultation from time to time.

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.

Person Specification

TEACHER OF MODERN FOREIGN LANGUAGES – French & Spanish

Secondary – Permanent – Full time - MPS/UPR – Start: 1 September 2023

In order to effectively undertake the above role (see job description) the following attributes have been identified as important for the post holder to have. These attributes will be identified by means of the application, qualification certificates, interview and references as appropriate.

Required Attributes	Essential	Desirable
Qualifications/Training		•
Good honours degree or equivalent	Х	
Recognised teaching qualification	Х	
Experience/Knowledge		
Excellent teaching record in French and/or Spanish incl. success in raising pupil's attainment	Х	
Ability to teach French and Spanish at KS3	Х	
Ability to teach French <u>or</u> Spanish at KS4/ 5	Х	
Ability to teach both French and Spanish at KS4/ 5		Х
Experience and confident use of ICT as learning tool, within school and for remote learning	X	
Personal Skills/Qualities		
Organisation and time management	X	
Excellent communication skills- both oral and written	Х	
Total commitment to raising all pupils' achievements	Х	
Commitment to organising extracurricular opportunities	Х	
Excellent classroom management skills	Х	
To be a team player, ready to adapt to the changing teaching environment	Х	
To be a reflective practitioner, who actively seeks to develop their teaching skills	Х	
Safeguarding Children		
Maintains appropriate relationships and personal boundaries with children/young people	Х	
Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline	X	

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.

Department Overview

MODERN FOREIGN LANGUAGES

The MFL Department has a strong profile at Roundhay School. We aim to promote the love of languages amongst our pupils, in the belief that everyone can learn a new language and be successful. French and Spanish are taught as part of our curriculum, but we are proud to be a diverse school in which more than fifty languages are spoken by our students, and we celebrate this whenever possible.

The MFL Department is based on the first floor of the main school building. There are currently eight members of the department which includes a Head of Department (i/c French), a Deputy Head of Department (i/c Spanish) and an Assistant Head of Department (i/c KS3) as well as our two language assistants. We are part of an all-through school and have regular contact with our primary colleagues throughout the year.

At KS3, students study either French or Spanish, which they continue to study until the end of KS3. From September 2019, along with a new KS3 scheme of learning, we introduced a second language to many of our year 8 pupils, which they will be able to carry on to GCSE if they so wish.

At KS4, contrary to the national picture, high numbers of pupils continue to study a language, and this is greatly supported by our SLT team, who recognise the importance of studying a foreign language. Students achieve excellent outcomes, and to do this are further supported in lessons by our Foreign Language Assistants, as well as our dedicated sixth form students who regularly support with speaking skills.

At KS5 pupils can opt to study French or Spanish. Teaching groups are small in size, and we continue to maintain both languages in years 12 and 13. They are taught for 9 hours a fortnight with two teachers per group. In addition, all students are timetabled for one hour a week with the Foreign Language Assistant.

In addition to curriculum teaching, we have an array of extra-curricular activities to extend our student's appreciation of languages. We celebrate European Day of Languages, take part in the Languages Spelling Bee, the Translation Bee, hold language competitions, welcome outside speakers, and we have recently got our trips provision back up and running. However, we are always looking to further develop our extra-curricular offer to enhance our pupils experience of languages.

We work closely together as a department to develop resources to allow for consistency across all teaching groups, and we greatly welcome new ideas.