



APPLICATION PACK
PART TIME TEACHER OF
MODERN FOREIGN LANGUAGES
(French with Spanish)
AT WESTFIELD ACADEMY



Westfield Academy

Seeing the qualities in every child

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Westfield Academy has made significant progress in recent years. It was judged ‘Good’ by OFSTED in 2014 and again in May 2018. Student numbers have grown along with its reputation within the area and we were heavily oversubscribed in the last three year’s intake.

There has been significant investment in the site, over the last few years, including new sports facilities and Creative Arts spaces. Yeovil is a growing town and the Academy has seen its student numbers increase to 1025 this year. We also believe in investing in our staff and have dedicated significant time and funds to professional development.

We are a school that has invested in technology and all students have chromebooks, which enabled a smooth and efficient transition to distance learning when necessary during the pandemic.

Please return your application form, including the names and addresses of two referees, to Lisa Jeffreys, Headteacher’s PA, (lisa.jeffreys@westfieldacademy.co.uk) by 12:00pm on Monday 7 February 2022. Interviews will take place on Monday 14 February 2022. Shortlisted candidates will be contacted by 5:00pm on Tuesday 8 February.

Detailed references will be requested for all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes



Simon Dallimore
Headteacher



THE ACADEMY

Westfield Academy is a successful school judged as 'Good' at our most recent Ofsted inspection in May 2018. We are proud of what we are as a school, and consider ourselves to be at the heart of the community in the town of Yeovil and surrounding villages. Our site is used and valued by a range of community groups.

We are a friendly and welcoming school, occupying a green and attractive site where parents know their children will be well looked after and encouraged to reach their potential. The Academy is well resourced and financially secure. An increase in funds has occurred due to the improvement of income per student following the introduction of the National Funding Formula and growth in student numbers. Improvements included new sports facilities, Dance Studio, music facilities, and upgrades to Design & Technology.

We are one of four 11-16 schools serving the town and surrounding villages. Relationships between schools are good and, together with primary schools, meet as the Yeovil Federation on a regular basis. The reputation of Westfield Academy is good and improving. In the summer of 2021, 176 Year 11 students left us, with 229 new Year 7 students joining Westfield in September, reaching our published admission number. This pattern of growth is set to stay for the next four years, at least.

The town itself has its roots in the aircraft and defence industries, although in recent years the economy has diversified significantly. The town is set to expand over the next ten years and we expect the Academy to reach close to 1050 students by next year. Yeovil sits in a delightful part of the country, close to the World Heritage Jurassic Coastline and the Somerset Levels. The town has its own theatre, The Octagon, as well as a range of arts and cultural activities in the area. The annual Glastonbury Festival is also close by.



Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Darwin, Einstein, Franklin and Galileo). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.



JOB DESCRIPTION

TEACHER OF MODERN FOREIGN LANGUAGES (PART TIME) (French with Spanish)

Main Purpose of Job

- To be an effective teacher of students across the age and ability range.
- To contribute to the strategic development of the Department.
- To be an effective tutor.

Main Responsibilities & Duties

To be an effective teacher of students across the age and ability range

- Lead by example – act as a positive role model to students and be an effective classroom practitioner.
- Plan and prepare effective lessons that meet the requirements of the school's Learning & Teaching Policy and which meet the needs of all learners.
- Ensure students work is marked regularly in accordance with the school's Assessment & Reporting Policy.
- To use assessment diagnostically to further improve students' learning and to be able to report progress to the Head of Department, the leadership team and to parents.
- Ensure high standards of behaviour through implementation of the school's Behaviour for Learning Policy.
- Ensure that the classroom is a welcoming and stimulating environment in which to work.
- Ensure other relevant school and department policies and procedures are adhered to.

Contribute to the strategic development of the Department

- Contribute to the strategic development of the department as part of the Department team.
- To take on a share of the responsibility for developing schemes of learning and learning resources in agreement with the Head of Department.
- To undertake to improve own performance through sharing best practice with colleagues from your Department and from other department teams.
- Play a full part of the successful running of events organised by the Department.

To be an effective tutor

- Ensure the agreed tutor time programme is carried out effectively, as specified in the school's Learning & Teaching Policy, so that tutor time is used to support learning in lessons.
- Be involved in the induction programme for new students.
- Be the "first port of call" for students with day-to-day pastoral issues.
- Support vulnerable students in the tutor group.
- Carry out effective Individual Advice and Guidance (IAG) sessions for students in the tutor group.
- Report of parents through the written tutor report and through appointments at parent/tutor meetings.

Facts and Figures

- Number of teaching periods: 10 –18, including PPA's.



JOB DESCRIPTION *(continued)*

Supporting Processes

Problem Solving and Creativity

- Be receptive to innovative ideas that offer developmental opportunities to the department area.
- Be creative in developing new initiatives that support identified whole school priorities and improve standards and achievement in department area – within the constraints of the whole school priorities.
- Be ready to deal with unexpected and urgent situations on a daily basis.
- Work to competing deadlines, prioritise and plan time carefully, identifying what outcomes will have the most impact on student progress.
- Work independently and take responsibility for decisions made within agreed good practice boundaries.

Decision Making

- Take appropriate actions to improve the behaviour and attainment of students in the department area.

Physical Effort & Working Conditions

- Classroom based.
- Access to office facilities, desk and computer.

Contacts & Relationships

The postholder will work closely with teachers and support staff at every level in the school; students, parents/carers to provide information and advice; direct, guide, motivate, monitor, praise and sanction.

Additional Information

In addition to the above responsibilities and duties the post holder will carry out the professional duties expected of all teachers as laid out in the Teachers' Standards document 2012, The Westfield Standards document 2017, the Westfield Staff Code of Conduct and Dress and Appearance document.

Knowledge, Skills & Experience

See Person Specification.

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.



PERSON SPECIFICATION

Qualifications

Essential

- A degree in a relevant subject
- Qualified teacher status

Professional Development

Essential

- Committed to own personal development
- Evidence of recent relevant CPD

Knowledge

Essential

- Uses effective learning and teaching strategies
- Uses strategies to promote good student relationships, attendance and behaviour
- Has knowledge and understanding of new curriculum initiatives or willingness to obtain these where appropriate
- Good understanding of effective safeguarding procedures

Experience

Essential

- Effective classroom practitioner
- Has collaborated with other staff to develop initiatives

Desirable

- Has worked successfully with students of all abilities
- Record of raising achievement

Leadership & Management Skills

Essential

- Ability to develop the talents and potential of all students and colleagues
- Ability to communicate effectively and foster good relationships with colleagues, students, parents and community partners
- Ability to use evidence to make decisions and prioritise actions
- Evidence of commitment to safeguarding children

Personal Qualities

Essential

- Professional integrity and a deep commitment to education
- High, realistic expectations
- Committed, passionate and driven
- Excellent oral and written communication skills
- Competent user of ICT
- Ability to work independently, manage own workload and get things done effectively
- Resilience and ability to work under pressure
- Enthusiastic, positive and optimistic
- Excellent interpersonal skills



DEPARTMENT INFORMATION

Modern Foreign Languages at Westfield Academy

The Modern Foreign Languages Department comprises the following personnel:-

Emma Mills	Head of Modern Foreign Languages
Elspeth Bryan	Teacher
Yolanda Knight	Teacher
Vacancy	Part Time Teacher (0.2—0.4)

Accommodation

The department is located in a specialist suite of classrooms, with each teacher having their own classroom. The faculty is very well resourced and each classroom has a whiteboard and digital projector.

Courses

GCSE French

GCSE Spanish

Student Groupings

All students study both French and Spanish at KS3 and are taught in mixed ability groups at KS3 and KS4.



INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects including tests and observations where appropriate, as well as a panel interview. We will endeavour to ensure that you are able to gather as much information as possible regarding the school and you will also be able to ask questions relating to the post during the interview process.

The closing date for submission of applications is **12:00pm on Monday 7 February 2022** with interviews taking place on **Monday 14 February 2022**.

Please mark your application for the attention of Mrs Lisa Jeffreys, Headteacher's PA, and return it via email to lisa.jeffreys@westfieldacademy.co.uk

We look forward to receiving your application.



Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Teacher of Modern Foreign Languages (French with Spanish). Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

Employer Westfield Academy Trust

Position Teacher of Modern Foreign Languages (French with Spanish)
Westfield Academy, Stiby Road, Yeovil, Somerset, BA21 3EP
The position is permanent and part time (on a 0.2 - 0.4 basis, subject to negotiation with the successful candidate)

Reporting to Head of Modern Foreign Languages

Location Westfield Academy and any other place operated by the Academy.

Start Date 1 September 2022

Salary Mainscale Teacher

Holidays You are entitled to take holiday during normal school holidays except where your presence is required for the proper execution of your duties.

Safeguarding Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.

Pension Scheme This post is eligible to be a member of the TPS.

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